



Roles & Responsibilities

Wyndham City Sharks

COMMUNICATIONS OFFICER

The Club Communications Officer is responsible for the public relations, marketing and promotion of the club in the community. They will be responsible for building relationships with council, schools, pools, developers, newspapers etc in order to increase the club's membership base and public profile.

The Club Communications Officer is responsible for managing and updating the club website and social media sites. This includes posting photos, information promoting the club and its activities, results, records and events.

Responsibilities

- Contact and establish relationships with community stakeholders to promote the club.
- Work in conjunction with the Head Coach and Committee to maintain and update information on the website and social media sites.
- Work in conjunction with the Head Coach and Committee to promote the club in the community.
- Build relationships with stakeholders.
- Increase membership numbers.

Attributes

- An excellent communicator and outgoing personality
- Be creative
- Be competent with Website Host, online social media and Microsoft Office software.
- Have a strong understanding of the club
- Be an approachable and friendly person who can instantaneously develop relationships.