



Newsletter Coordinator

The Newsletter Coordinator plays a vital role in managing key Club communications throughout the season to keep members fully informed of news, events and activities.

Responsible to: The President

DESIRED SKILLS

- Good IT and publication software skills
- Good written and verbal communication skills
- Well organised and good attention to detail
- Creative and energetic
- Committed to providing clear and engaging communication

KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision, and values of the Club.
- Identify the Club's key events, functions, fundraising, programmes, competitions and activities and develop a plan to include them in weekly newsletter editions during the season.
- Liaise with Club Committee, members and volunteers to provide content to and build an interesting and engaging monthly newsletter.
- Liaise with Sponsorship Coordinator to ensure all sponsors are recognised in newsletters according to their sponsorship agreement.
- Ensure all newsletters are communicated to all Club members, life members, sponsors and other stakeholders.
- Ensure the newsletters are uploaded onto the Club website and posted on the Club social media pages in a timely manner.
- Ensure all areas of the Club have their messages and stories continually shared and promoted in the Newsletters fairly over the season.
- Ensure volunteers are regularly recognised in newsletters throughout the season.
- Ensure all trophy and award winners are featured at the end of the season.
- Maintain the database for all newsletter recipients and update as required