MOUNTAIN CREEK NETBALL CLUB
WEB CO-ORDINATOR OFFICER

Position type:	Voluntary
Reports to:	Club Committee
Commencement date:	November 2013

GENERAL DESCRIPTION & ROLES AND RESPONSIBILITIES

- Update the website with team lists, important news, photos and general text changes as determined by the committee. Userguide for website provided.
- Update Mailchimp enewsletter database with new players email addresses each year.
- Use Mailchimp enewsletter system to create and distribute newsletters, as determined by the committee. Some content is provided from other committee members, other newsletters must be written by Web Co-ordinator.
- Report to Committee meeting with the monthly website statistics report.
- Post important news, interesting news & newsletters to the club's facebook page.
- Collate photos received from coaches/parents and post to website/facebook.

ADDITIONAL INFORMATION

Preferred Skills

- Experience in Joomla website maintenance a bonus, but not necessary.
- Experience in Mailchimp enewsletter system a bonus, but not necessary.
- Experience in Facebook a bonus, but not necessary.
- Strengths in written and oral communication
- Strengths in organisation and record-keeping
- IT competency – familiar with basic operating systems, Microsoft Office, internet and email
- Where necessary, has appropriate training, accreditation or qualifications to ensure their responsibilities are carried out within the organisation
- To acknowledge the requirement for separation of personal interest and association matters, and act in the best interest of the club at all times whilst in the assigned role