



Newsletter Coordinator

Position Description

Reports to:

Vice President, committee

Purpose of the role:

Centre Bounce is the club's newsletter, published weekly during the football season. You'll be responsible for compiling and sending out this newsletter. You'll need to liaise with coaches and managers to get the right information, put it in a consistent format and ensure it's sent out on time each week.

Qualifications and Desirable Characteristics:

- WWVP Card is desirable
- Use of MailChimp
- Use of email, basic photo editing

Duties and Responsibilities:

- Research into club history
- Collate write-ups from all age groups, including merged teams
- Ensure sponsors are represented
- Upload game details (score, goal kickers, best on ground etc) from PlayHQ
- Compiling and sending out the newsletter each week (from approx. April to August)

Time Commitment:

1-4h per week