Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated

Volunteer Position Description

Media Coordinator

The Media Coordinator is responsible for all communication material for the club.

Responsible To

The Media Coordinator is directly responsible to the President and the club members.

Responsibilities

The Media Coordinator should:

- Prepare and distribute all club communication material, including start-of-season correspondence.
- Maintain consistent branding across all communication channels.
- Manage the club's Facebook account to keep members informed and engaged.
- Issue Player of the Match Facebook posts after each game, ensuring sponsors are tagged.
- Liaise with the Sponsorship Coordinator to collect blurbs and logos for Sponsorship Spotlights when required
- At the beginning of the season, create new group chats in Team Reach using the following naming conventions:
    - RedAnts Under 6's 20**
    - RedAnts Under 8's 20**
    - RedAnts Under 10's 20**
    - RedAnts Under 12's 20**
    - RedAnts Under 14's 20**
    - RedAnts Team Staff 20**
    - RedAnts Committee 20**
    - RedAnts Coaches 20**
    - RedAnts FAOs 20**
- Organise Team Photos each season.
- Organise and compile the Club Yearbook.
- Support the promotion of club events, fundraisers, and community activities.
- Work with the Committee to ensure key messages are communicated effectively.

Initial Duties

Once elected to the role, the Media Coordinator should:

- Obtain access to facebook page;
- Obtain access to the Canva account.