



Social Media and Communication Coordinator Forrestfield Football Club

Title	Social Media and Communications Coordinator
Division	General Committee
Reports To	Secretary
Salary Details	Nil - Volunteer Position within club

The Role

To communicate and interact with Forrestfield Football Club (FFC) members, potential members and supporters. In this role you will build FFC audience on social media and provide a sense of belonging between your club and its online supporters and followers

Responsibilities	<ol style="list-style-type: none"> 1. Create a communication strategy and break it down into pre, during and post season 2. Work out which social media platforms and strategies best suit the success of the FFC communication strategy, club goals and objectives. 3. Actively update the club's social media channels throughout the week during the season (e.g. updating scores, results, achievements, injuries etc.) 4. Promote FFC events and activities as well as special promotions or offers from sponsors 5. Liaise with Auskick, Modified, Full Rules and Senior teams to ensure their message and stories are being continually promoted and communicated 6. Review your communication strategy from the season and make recommendations or changes to the committee for next season 7. Contribute and guide a positive behavioural culture within the FFC
Hours	<ol style="list-style-type: none"> 1. Approx 1-3 hours per week
Availability	<ol style="list-style-type: none"> 1. Attend monthly FFC Club General Meetings (Held second Tuesday of each month) 2. Attend FFC AGM 3. Attend Auskick games when required to promote 4. Attend Modified games when required to promote 5. Attend Full Rules games when required to promote 6. Attend Seniors games when required to promote 7. Attend FFC events where required
Desirable Skillsets / Qualifications	<ol style="list-style-type: none"> 1. Strong computer/technology skills 2. Understanding of how to create memes, photos and videos for social media

	<ol style="list-style-type: none">3. Ability to plan what the club needs to communicate and when to communicate4. Effective and respectful communication
--	---