

JOB DESCRIPTION
COMMUNICATIONS COORDINATOR

Objective: Responsible for supporting the management and coordination of the Association communications within and outside of SVJFAC.

Responsibilities:

- Ensure timely and accurate communications within the Association to ensure the membership is updated on activities, mission, and objectives of the organization.
- Manage the content framework of the website and advertisements.
- Provide formal correspondence with other organizations with which the Association has affiliations.
- In charge of promotions advertising for registrations and try-outs.
- Organize Association Picture Day.
- Attend all Board and General Association meetings.
- Vote on appointments of coaches, appointed chairs and matters that come before the Board and General Meetings.
- Ensure timely "good and welfare" actions are taken in regards to: Thank You cards, condolence and get-well cards for Association members and affiliate organizations as necessary.
- Coordinate a consistent message and image across all forms of communication within and outside the Association.
- Coordinate web, seasonal and off-season communication, as directed by the Board.
- Coordinate standards, process and expectations for the Team Mom roles across the organization.
- Serve as intermediate between coaches and newspapers for game recap writeups.
- Institute, document, monitor and emphasize best practices for the role.

Skills Required: Communication, Interpersonal, Delegation, Organizational, Computer