



Majura Football Club Position Description – Promotions Coordinator

JOB TITLE:

Promotions Coordinator (Volunteer Position)

HOURS PER WEEK:

The estimated time commitment required as the Promotions Coordinator is a minimum of 3 hours per week and around peak periods such as the start of season these times may increase.

ROLE DESCRIPTION:

To work collaboratively with the Communications and Sponsorship Manager to develop an annual promotional program to align with the club's vision and strategic plan. Once approved by the committee, the role is accountable for executing promotional activities on time and within budget.

RESPONSIBILITIES:

- The development and execution of the club's annual promotional program and budget for committee approval prior to the commencement of the season
- Planning and executing promotional activities as defined in the annual promotional program
- In conjunction with the Communications and Sponsorship Manager, ensure the promotional activities are communicated using all forms of digital and social media
- Ad hoc promotional events as approved by the committee
- Attend monthly committee meetings including the provision of monthly reporting on activities

RELATIONSHIPS:

- Reports to the President and Club Administrator

ACCOUNTABILITY:

- The Promotions Coordinator is accountable to ensure that the club has a well-rounded promotional program to further boost the profile of the club amongst members and the broader ACT community.



ESSENTIAL SKILLS:

- Dedicated club person.
- Good organisational skills/accurate.
- Good communication/interpersonal skills.
- Influencing and negotiation skills.
- Microsoft Excel skills.

VOLUNTEER BENEFITS:

- Enhances stakeholder engagement
- Enhances broader supplier liaison skills and problem solving.