



West Auckland Association Football Club

Social Media & Website Coordinator(s) Role Description

The Social Media & Website Coordinator(s) is a voluntary position responsible for the upkeep and management of the West Auckland AFC (WAAFC) social media accounts and website and ensuring all the content is up to date, relevant, appropriate and meets the promotional and operational needs of the club. More than one person may be appointed to this position.

Responsible to Executive Chairperson & Executive Committee

**Responsibilities
& Duties**

- Be the key contact to all members around the access and content of material on the WAAFC social media accounts and website (the mediums).
- Regularly promote the use of the social media accounts and website to all members and stakeholders.
- Promote the use of mediums to each of the coaches and managers and provide training when needed.
- Develop and maintain a policy around the appropriate use and content of the mediums.
- Review current technology to ensure that current practises and services are being capitalized as relevant to the club.
- Monitor, evaluate and ensure that all online content meets the club's values and is of a high moral standard.
- Following all aspects of the WAAFC Code of Conduct and any other club policies as they relate.
- Meet all the WAAFC reporting requirements as they become due or are requested.
- Evaluate personal performance annually reporting to Executive Committee and ensure succession of own position if applicable.
- Review own position description to ensure accuracy and submit potential changes to the Executive Committee.

**Knowledge &
Skills Desired**

- Can communicate effectively.
- Well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.

**Estimated Time
Commitment
Required**

The estimated time commitment required for the role of Social Media & Website Coordinator is 3 – 4 hours over 2 days per week for the duration of the season. In certain cases, extra hours may be incurred.

**Period of
Appointment**

Period of appointment 12 months.