

JOB TITLE: Website officer

REPORTS TO: Operations Volunteer Coordinator

OBJECTIVE

To publically promote timely, accurate and positive club information to the wider community.

Responsibilities

- Keep the Website Current with the latest information provided by the Sub Committees, Executive Committee and General Manager.

Relationships:

- The Website officer reports to the executive committee and Operations Volunteer Coordinator
- Liaises with governing bodies Marketing, Caboolture Sports Club and local media.
- Will have a close relationship Social Media and Facebook officer to upload articles as required

Essential Skills:

- Passionate and dedicated to promoting the club to the wider community.
- Good communication skills or the ability to develop skills with assistance from governing bodies Marketing team
- Ability to produce web pages.
- Ability to source club photography to support news articles.
- Computer literate in the various Microsoft applications.
- Experience working with the WIX platform to development and maintenance the clubs website and webstore.