

Alpine Cycling Club Position Description:

Position: Communications

Member of Club Executive Committee: Yes

Length of Tenure: Unbounded



Scope of Role:

The Communication Coordinators role is to keep the club members informed of the latest news within the club. The scope of this role includes liaising with club coordinators to share on a monthly basis (or where required) news relevant to club members using a variety of mediums.

Primary Functions:

- Scheduling and coordination of monthly club newsletter via Mailchimp
- Social media communications via Facebook, Instagram and Mailchimp as required by the membership.
- Management club website (News, pages & shop)
- Proactive and contributing member of the Executive committee
- Be a current ACC member
- Serve the membership and Executive Committee to achieve outcomes as defined in the Club's annual plan
- Support all other Club functions with information and value-adding organisational work

Key Skill Attributes:

- Sound communication skills both verbal and written
- Be enthusiastic and engaged
- Sound working knowledge of computing programs relevant to the role:
 - Google Docs, MS Office, Gsuite
 - Facebook, Instagram
 - Mailchimp
 - Wordpress to maintain and update club website
- Regular attendance at Club Monthly Meetings (eg > 9 meetings per annum)
- Sound scheduling and planning skills

Document Version: 1.0

Document Date: 3rd February 2020

Document Author: Scott Liston