



BEACONSFIELD JUNIOR FOOTBALL CLUB

News / Website Manager

General Committee Position

Reports to Vice President (Youth)/Executive Committee/General Committee

Special Skills Required

- Well organized & ability to work in a logical manner
- Ability to work with & meet deadlines
- Proactive attitude
- Imaginative
- Attention to detail
- Computer literate – Daily access to email

Duties

- Seek out information from all club sources for inclusion in newsletter / website
- Receive game details for inclusion in newspapers and the website
- Present club news in an informative and engaging design to maximize readership
- Ensure website is updated every week with relevant Club information – news items, match schedule, event details
- Arrange advertising in local news papers and School Newsletters as directed
- Publish and distribute Newsletters and other written communication as required