



Sun City Peachtree Softball Club

Job Description

POSITION:	Communications Coordinator
REPORTS TO:	Board Liaison as determined and assigned by the Board
TERM:	Appointed by Board to serve annually, calendar year January 1 through December 31.
JOB DUTIES:	<p>The responsibilities of the Communications Coordinator shall include:</p> <ol style="list-style-type: none">1. Serve as chair of the Communications Committee.1. Work with new Board members to provide access and training on using the Club email account, office productivity applications, cloud storage, etc.2. Serve as the webmaster of the Club website and keep information available to the club membership and to the public current and up to date.3. Maintain the information on the SCP Club Peachtree website as needed.4. Ensure that the internet-based Club domain, website, office productivity, and cloud storage accounts are maintained and funded.5. Accurately maintain current and potential member email addresses and assign them to email distribution groupings as needed.6. Work with the Board as directed to create and send membership emails in a timely manner.7. Monitor the Club email account and forward messages to individual Board members as needed.8. Ensure that adequate security is attached to all internet accounts, including annual password updates.9. Work with the Board as directed to create professional-looking articles for the community Buzz magazine and weekly email blasts originating from the community Lifestyle Director using the prescribed formats.10. Assist the Board in establishing and publicizing league calendars, game scheduling, and other tasks as requested.11. Report to the assigned Board liaison and attend Board meetings on an advisory basis as requested.
QUALIFICATIONS:	<ol style="list-style-type: none">1. Current membership and good standing in the Softball Club2. Past administrative experience a plus3. Understanding of the components required to provide an internet presence for an organization, including domains, web sites, productivity applications, email, social media, etc.

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| | <ol style="list-style-type: none">4. Ability to implement and maintain the Club's email system, including creation of specific distribution groups, adding and removing members as needed, etc.5. Proficiency with Microsoft Office products, including MS Word, MS Excel, etc.6. Familiarity with Google suite products and sharing documents, spreadsheets, and cloud storage among multiple users.7. Familiarity with electronic graphics, image, and photo files and formats.8. Familiarity with web page development, including basic HTML.9. Ability to write in a professional and clear manner.10. Good organizational and communication skills11. Work well with others |
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