



C3 – Role Description Communications Manager

Mundaring Junior Football club is a community based club which promotes and encourages Australian Rules Football for girls and boys from Auskick up to year 6.

With the help from volunteers in official and non-official roles, we aim to provide a safe and fun environment for boys and girls to participate and learn the game of Australian Rules Football.

General Purpose of Role

The key purpose of this role is to ensure the website content is correct and current, and correct and timely App notifications are issued on behalf of the football club. This role requires active involvement in the Club's communications to ensure the success and growth of the MJFC.

Key Specifics of Role

- Attend club committee meetings and provide input to relevant topics.
- Update website with Registration details.
- Upload all fixtures and events to website.
- Issue fixture and event notifications via App.
- Monitor website content.
- Upload relevant documents to website ie Meeting Minutes, Merchandise Form.
- Liaise with the web design company – Black Swan Web Design.
- Liaise with Application administrators - Community2Go.

Additional Responsibilities

- Liaise with Registrar, Secretary for relevant updates on events and fixtures.
- Communicate with Team Managers as required.