



**JOB DESCRIPTION
COMMUNICATIONS COORDINATOR**

Objective: Responsible for supporting the management and coordination of the Association communications within and outside of SVJFAC.

Responsibilities:

- Chairs the Communications Committee.
- Ensures timely and accurate communications within the Association to ensure the membership is updated on activities, mission, and objectives of the organization.
- Manages the content framework of the Association newsletters, yearbook, website and advertisements.
- Provides formal correspondence with other organizations with which the Association has affiliations.
- In charge of promotions advertising for registrations and try-outs.
- Organizes Association Picture Day.
- Attends all Board and General Association meetings.
- Ensures timely "good and welfare" actions are taken in regards to: Thank You cards, condolence and get-well cards, holiday greeting cards for Association members and affiliate organizations as necessary.
- Coordinates a consistent message and image across all forms of communication within and outside the Association.\
- Web, seasonal and off-season newsletters, letterhead and advertising.
- Coordinate standards, process and expectations for the Team Mom roles across the organization.
- Serves as intermediate between coaches and newspapers for game recap write-ups.
- Institutes, documents, monitors and emphasized best practices for role.

Skills Required:

- Communication, Interpersonal, Delegation, Organizational, Compute