# Club Name

your logo here

### Position Description Form

| **Job Title** | **Marketing and promotions Officer** | | |
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| **Accountability** | Club Executive | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * To promote and market the club in a positive light at all times. | | | |
| Responsibilities | | | |
| * Develop / implement a promotional plan for the club * Submit club and individual team results to the newspaper * Write media release regarding any news items and upcoming events * Submit club and individual team results to association / league * Prepare club newsletters and reports * Assist with attracting and securing sponsorship * Placing sponsorship in newsletters * Main contact person for all media requirements * Assist committee with marketing and new business ideas | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable** | |
| Relationships | | | |
| * Liaises with the Club Committee * Liaises with all media outlets | | | |
| Reporting | | | |
| * Reports to the Club Executive | | | |