

Communications Director Job Description

Board Term of Office: The Communication Director may serve up to 2 years.

Responsibilities: In addition to the job description for a board member of the GBPC, the Communications Director is expected to:

- Coordinate, edit and enhance web content, key messages, specific messages, and communication timing with input from the responsible committees and approval of the board
- Edit and format items written by committee chairs and/or board members prior to board approval (as required), and subsequent distribution or posting
- Monitor, respond to, or forward emails coming into grandbendpickleballclub@gmail.com email account
- Collect input from the members of GBPC on venues for communication such as the website, emails, newsletters, etc.
- Update all social media and communicate with club members on social sites hosted by the club such as Facebook and the club's website
- Maintain and update weekly play schedule on the club website
- Orient the new Communications Director

Time requirements:

- The board meets approximately every 4-6 weeks
- 2-3 hours required per week, on average

Skills required

- Computer skills
- Some knowledge of and experience with IT services and technologies
- Some knowledge of web services
- Communicator and collaborator skills

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