

# Woolwich **Girls** Minor Hockey Association

## Executive Position: **Social Media Coordinator**

### **Skill Set Required**

#### **Necessary skills:**

- Good written and verbal communication skills
- Self-motivated and takes initiative

#### **Recommended skills:**

- Knowledge of Facebook and Twitter.

### **Job Description**

The Social Media Coordinator is responsible for maintaining Woolwich Wild's presence in social media, specifically Facebook and Twitter.

#### **Key Tasks:**

- Build and maintain the Woolwich Wild social community presence (Facebook and Twitter).
- Collect and report on relevant material regarding the Association's activities and related hockey material (i.e. OWHA, Hockey Canada, etc.).
- Work with the Executive and other volunteer members to provide content.
- Assist in the creation of digital content that is both interesting and relevant for our membership base, and satisfies key organizational objectives, consistent branding and best practices.
- Ensure security of our Facebook and Twitter accounts.

### **Job Requirements**

#### **Job requirements:**

- Contribute required time which may include weekends and evenings. Requires approximately 1 - 2 hours per month, in addition to extra hours to attend WGMHA meetings.
- Required to attend Association Executive meeting at least one a month.