

Communications Officer Job Description

In addition to the Executive Committee Member Expectations & Code of Conduct for an executive committee member of the Silveridge Pickleball Club (SPC), the communications officer is also expected to:

- Coordinate and collect input from contributors for timely information on the website, or in social media, sign-ups, emails, newsletters, etc.
- Assist with editing and formatting items written by executive committee, committee chairs, etc. prior to distribution or posting.
- Notify the Social Media Coordinator, SignUpGenius (SUG) Coordinator, and Web Coordinator with the information they require to complete their tasks.
- Assemble and send out information for the Club Newsletter (Mailchimp), if needed.
- Monitor and respond to or forward emails coming into the club email account(s).
- Create and display required posters.
- Add new members into SUG and send them the “Welcome to the Club” email.
- Assist members with SUG (create new account, access sign-ups, etc.)
- Acts as an SUG administrator to create and maintain sign-ups as needed.
- Attend meetings as required (Executive Committee meets monthly - via Zoom in summer).
- Use the club’s Google Drive to store club information.
- Create, fill and lead volunteer committees and direct reports as needed to be successful in this position and meet the needs of the SPC.
- Work as a team member and assist other executive committee members as needed.
- Orient the new communications officer.

Requirements for the incumbent of this position:

- An intermediate level of computer skills to create and maintain club documents
- Some knowledge of and experience with IT services and technologies would be beneficial
- Some knowledge of web services would be beneficial
- A willingness to learn software like SignUpGenius and the website maintenance software
- Ability to learn and use the club’s Google Drive to store documents
- Good written, editing, verbal communication skills
- Good organizational and time management skills with the ability to set priorities, multi-task and meet deadlines
- Experience with social media platforms like Facebook
- Able to solve problems and be proactive, ready to tackle everything from unexpected software issues to answering members questions
- Good collaboration skills for handling processes (create and follow steps) and deadlines efficiently
- Keeps things clear and accessible, playing a key role in the club’s overall efficiency

Committees/Volunteer Positions Responsible For:

- SignUpGenius Coordinator

Communications Officer Job Description

- Social Media Coordinator
- Web Coordinator

Estimated Time Commitment Required:

The estimated time commitment required as the Communications Officer is 2-3 hours per week on Communication Officer duties. During the peak winter season times, this position will take about 30 minutes to 1 hour each day to complete the required tasks.

The Executive Committee meets approximately every 3-5 weeks. Depending on agenda items, the meetings can last from 1.5 to 3 hours, which may require EC members to review or prepare information ahead of meetings.

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Revised: