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<b>ROLE</b>	<b>Media and Promotions Officer</b>
<b>Purpose</b>	The Media and Promotions Officer is responsible for disseminating information of club events, membership and public information.
<b>Responsible to</b>	Executive Committee
<b>Time Commitment</b>	Approx 2 hours per week (may increase at times due to seasonal demand)
<b>Responsibilities &amp; Duties</b>	<ul style="list-style-type: none"><li>• Management and supervision of the Club website and social media systems in an accurate, timely and positive manner.</li><li>• Plan advertising and promotional campaigns</li><li>• Plan advertising, including which media to advertise in, such as radio, television, print, online media, and billboards</li></ul>
<b>Knowledge &amp; Skills Required</b>	<ul style="list-style-type: none"><li>• IT skills set, especially social media and website skills</li><li>• Basic knowledge and understanding of laws and regulations relating to media statements, publications.</li><li>• Excellent English and writing skills</li><li>• Creative</li><li>• Desirable: experience in advertising, marketing, promotions, PR or sales</li></ul>