

MISSION SOCCER CLUB

Resources & Communications Officer

Job Description and Expectations

Purpose: To assist with the leadership and general promotion of MSC so as to support the organization's mission and needs.

Major responsibilities:

- Shall be responsible for the purchase, inventory and access of instructional materials.
- Shall maintain the Club website in an appropriate and timely manner.
- Will liaise between web provider and the Board.
- Shall maintain a current email/phone contact list of all Board members and coaches.
- Submits articles to local newspaper regarding Club events/news.
- Shall coordinate with Technical Director and members for the coaches' meetings.
- Shall assist Board members and the Technical Director in communicating with other members of the Club. (e-mails, web notices, newsletters).
- Must be computer literate and proficient with MS Word, Excel, Publisher, Adobe Acrobat/PDF.
- Must have (or be willing to learn) basic HTML code and web publishing.

Length of term: Two years

Meetings and time commitment:

- The board of directors meets monthly except December on the Fourth Monday of the month, 7:00 p.m. Meetings typically last 90-120 minutes.
- Shall attend Annual General Meeting.

Expectations:

- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by MSC mission, objectives, and programs.
- Help communicate and promote MSC mission and programs to the community.
- Become familiar with MSC resource needs.
- Understand the policies and procedures of MSC.