

## **Pickleball Kelowna Club**

### **Website/Newsletter Coordinator - Job Description**

**Sept 2017**

Attend Club board meetings with other directors as required.

Distribute emails and communication that comes to the club via our email [info@pickleballkelowna.com](mailto:info@pickleballkelowna.com) to the appropriate board members and keep back-ups of pertinent information as required.

Maintain and update [www.PickleballKelowna.com](http://www.PickleballKelowna.com) website on an on-going basis. Uploading pictures/information and making changes to clinics, schedules, places to play and other data.

Communicate with Andrew Scott, DM Marketing on a regular basis regarding the coding and framework of our website program to ensure it is working properly and up to date.

Update and maintain the club newsletter data base.

Collect information from other board members and publish club newsletters as required.

Other duties as assigned from board meetings.

Represent Pickleball Kelowna Club both in the community and beyond.

Terms of office - two years October 1st to September 30th

from Vice:

Maintain the Club Website working with Website Provider. Updating schedules, events, clinics, tournaments, photo gallery, contacts and all other aspects of [www.PickleballKelowna.com](http://www.PickleballKelowna.com)

Prepare and submit newsletters to membership as required via Club website. Maintain and control newsletter subscriptions.

Maintain the Club email account - [info@pickleballkelowna.com](mailto:info@pickleballkelowna.com) Answering/directing all communications that are sent in.