

Armstrong Cooper Youth Hockey Association

Job Description

- Responsible for all external communications
- Update and produce all recruitment documents including flyers, posters, web content and other items as requested by the Board
- Manage social media, which includes Facebook, Twitter and Instagram. Director may seek support as needed, but posts shall be done in partnership with Director.
- Manage Trophy Case, which includes placing new current-season trophies in case in timely matter. Director shall bring discussion to Board if assistance is needed.
- Work with the Girls Travel Teams Director to manage any specific recruitment events for the girls program
- Report out monthly to the board on all reports and subsequent follow up
- Train successor at the May meeting at the end of your term

Desired Skills:

- Strong communication skills
- Strong organization skills
- Strong marketing background a plus
- Creative skills a plus
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

Reporting:

- This role reports to the Board Chairman