

COMMUNICATIONS MANAGER		
Term:	1-year with chance for renewal	Paid Position: \$1,000
Re-Election Year:	Annually assessed	Voting Director: No
OVERSEES:	Manages various aspects to promote the league, with specific focus on assisting the executives with communications material and social media posts	

Metro Minor Ball Hockey Association (MMBHA) is looking for someone to promote this year's the league during the registration period and to provide our game with a social media presence to help us build our community.

We are looking for someone who has or is looking to develop the following skills and experience.

Skills and Experience

Must Haves:

- Excellent written and oral communication skills and ability to work effectively with people at all levels within the organization
- Experience in social media and community engagement (Facebook, Instagram, Twitter, Youtube, TikTok, etc.)
- Ability to problem solve, learn and deliver high quality results with minimal guidance

Nice to Have:

- Photography skills and equipment
- Previous volunteer experience with Metro Minor and/or any other sports association or related work

Description of Duties

- Create, curate, and manage all published content (images, video and written).
- Oversee design (ie Facebook Timeline cover, profile pic, thumbnails, ads, landing pages, Twitter profile, Blog, etc.)
- Manage efforts in building online community and reputation
- Manage content and be able to write in the tone of voice to attract sponsors, grantors, partners and the communities we services and other non-for-profit organizations
- Moderate follower engagement
- Organically grow a social following with strategic engagement and networking
- Work alongside the Board of Directors to generate new ideas for our players and fans to drive communications
- Develop hashtag strategies to improve reach consistently