

Superior Curling Club Communications Coordinator

Primary tasks

- Solicit and collect newsletter articles from appropriate people.
- Edit articles as needed for content/length/etc.
- Post articles to the SCC website (or forward to webmaster) as appropriate.
- Send articles to the social media coordinator as appropriate.
- Publish club newsletters at least monthly from October through March and one or two times during the off-season.

It is expected that this role will require about 3 hours per month during the curling season and 1 hour per month during the off-season. Compensation for the communications manager is \$600 per year.