



Department of
Sport and Recreation



POSITION DESCRIPTION – Publicity Officer

Organisation:	<i>Mandurah Netball Association</i>
Job Title:	Publicity Officer <i>Mandurah Netball Association</i>
Position Type:	Voluntary – Honorarium annually
Reports to:	Association President
Currently filled by:	
Commencement date:	
End date:	
Time Commitment:	Hours per week to be negotiated

POSITION REQUIREMENTS

Purpose

To promote netball competitions, programs and events of the *Mandurah Netball Association* in the local and surrounding area via the media. With the purpose to lift the awareness of Netball and the Association/Club in the local community

Knowledge/Skills

- Access to media outlets (web site, social media, newsletter)
- Computer Skills
- Access to photographer

Responsibilities and Duties

- To liaise with the various committee members to access appropriate events, competitions, championships, special awards, selection of the Association/Club and to publicise to the local media
- To provide appropriate support to the Association/Club by generating ideas about how to promote events and initiatives

ADDITIONAL INFORMATION

Required Checks:

- Working With Children Check
- Volunteer Police Clearance

The opportunity to:

- Work as part of team dedicated to the growth and development of *Mandurah Netball Association*
- Have input into the goals and objectives of *Mandurah Netball Association*
- Use one's skills in a positive, engaging and challenging way
- Develop a greater understanding of sports management structures
- Meet and network with other volunteer and industry professionals



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Reimbursement of Out-of-Pocket Expenses
(subject to advance authorization and presentation of receipts)

For further information regarding this position please contact

Mandurah Netball Association

Email : mna@bigpond.net.au

Phone : 089581 5054

Please note the Office is only attended Monday and Friday from 10am-2pm



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