MARKETING & PROMOTIONS COORDINATOR JOB DESCRIPTION

(SAMPLE ONLY)

The Marketing & Promotions Coordinator is responsible for overseeing the implementation of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club’s marketing plan.

The Marketing & Promotions Coordinator is directly responsible to the President of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club and members.

**Responsibilities and Duties**

The Marketing & Promotions Coordinator should:

* Develop (as part of the club plan) in conjunction with the Marketing and Promotions Committee the club marketing plan
* Work with the Treasurer to develop a budget for the marketing plan.
* Oversee the implementation of the strategies in the marketing plan
* Submit regular reports to the club committee

**Knowledge and Skills Required**

Ideally the Marketing & Promotions Coordinator is someone who:

* Can communicate effectively
* Is positive and enthusiastic
* Is well organised
* Has marketing expertise and experience in dealing with the local media and technology

**Estimated Time Commitment Required & Period of Appointment**

The estimated time commitment required of the Marketing & Promotions Coordinator of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

The Marketing & Promotions Coordinator is appointed for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_term.