



## **Job Description - Web & Social Media Manager (Non Voting Position)**

- Role overseen by the Special Events & Communication Coordinator
- Creation of content for social media posts
- Ensuring CPGHA social media requests provided by members meet appropriate criteria
- Ensuring all content posted has been reviewed for errors before posting
- Responsible for all Media Relations / Publicity releases, and CPGHA advertising through any outlet required that has been pre approved by either the Special Events & Communications Coordinator or the CPGHA Executive
- Act on requests for website / social media updates from the executive as requested
- Manage CPGHA website administrator accounts and privileges
- Provide website access for all coaches and managers so they can update schedules and team events
- Ensure website is up to date at all times
- Ensure all sponsorships are up to date on CPGHA website as well as current sponsorship business logos are displayed on CPGHA website
- Maintain the webmaster email account on a daily basis
- Maintain executive email addresses and privileges
- Administrator for the CPGHA shared google drive giving permissions to executive email addresses for current folders, folder creation, etc.

### **Time Commitment:**

Maintaining CPGHA Website Content	1 hour / week (higher during start of season)
Maintaining CPGHA Social Media	1 hour / week (higher during start of season)
Content Creation	1 hour / week
Managing coaches privileges on CPGHA	3 hours (start of season)
Managing google drives / accounts	2 hours / season