



JOB DESCRIPTION

Social Media & Website Manager

Job Title:	Social Media & Website Manager	Revised Date:	Oct 07, 2025
MHA:	Kerry Park Minor Hockey Association	Term:	Renewal after One Year

Description

Oversees all KPMHA Social Media accounts and updates the KPMHA website. The position is not part of the Board of Directors and is non-voting. The position reports to the VP of Admin.

Key Accountabilities

- Promotes KPMHA through Social Media accounts by posting a minimum of 4 times a week to: Facebook, Instagram and other social media platforms deemed necessary by the KPMHA Board of Directors
- Ensures that sponsors are integrated into as many aspects of promotional campaigns as possible.
- Updates Social Media accounts with: KPMHA news, team news, team pictures and videos and KPMHA fundraising events.
- Reaches out to KPMHA Team Managers for weekly pictures, stories and or videos.
- Shares to social media accounts pertinent content and announcements from VIAHA, BC Hockey, Hockey Canada, ViaSport and any other partnering organizations.
- Recommends policy to the Board regarding Social Media and TeamSnap chat Policies and procedures.
- Updates the KPMHA website where/when needed for: sponsorship, news articles, fundraising, gaming related content, registration information, Board of Directors' meeting minutes, Board meeting times, updates Board contacts and other volunteer positions.
- Create graphics and marketing material to post on social media platforms.
- Attends Director Meetings and prepares monthly reports for the Director Meetings where possible

Experience

Highly experienced with Social Media accounts (Facebook, Twitter, Instagram, etc)
Good communication skills is an asset.

Typical Committees

Policies and Procedures Committee