

# PORT MELBOURNE BASEBALL CLUB

## Position Description

### Job Title: Marketing & Media Manager

#### Purpose:

The Marketing & Media Manager is responsible for promoting the Club and its activities to its members, supporters and broader community.

#### Key Responsibilities:

- Keep Club website updated.
- Promote the club and its activities via the internet and print media.
- Represent the club at local, regional, state and national levels.
- Act as a promoter of all club activities.
- Seek out match reports from coaches for distribution to local newspapers and club website.

#### Reports to:

- The Committee

#### Qualifications:

- Good knowledge of basic computers packages (email, word and excel).
- Excellent communication skills.
- Pleasant manner, patience, problem-solving ability, dependability.

#### Support:

The Committee will be available for questions and assistance.