

replace with
LOGO

Colorado *Legacy Sports*

Volunteer Description

Advertising & Marketing Coordinator

DESCRIPTION

This position is responsible for maintaining our communication/advertising through the internet.

RESPONSIBILITIES

- Help maintain/update web-site
- Create monthly email/newsletter to send to bulk emails
- Facebook updates

SUPERVISION

Reports to CEO

OTHER FUNCTION STATEMENT

Essential and other important responsibilities and duties may include but are not limited to the following:

- Communicate with sports coordinators
- Make flyers for different events

QUALIFICATIONS NEEDED

- Good Social Media skills
- Good or a quick study with Weebly web-site
- Good communication skills
- Time commitment of 3-4 hours per week