



Website and Publicity Officer

TITLE: WEBSITE AND PUBLICITY OFFICER
REPORTS TO: WLA COMMITTEE
COMMITMENT: ONE YEAR FROM THE AGM
REMUNERATION: VOLUNTEER POSITION

Role

The Website and Publicity Officer is responsible for:

- Assisting with the smooth running of the Waikato Lacrosse Association.
- Ensuring correct processes are carried out.

Responsibilities and Duties

Providing a quality organisation through:

- Posting news and information about our leagues and rep teams via our website and Facebook.
- Ensuring the website and Facebook pages are kept up to date.
- Growing the profile of Lacrosse in Waikato through letting various media outlets know information.
- Ensuring the WLA is viewed as a professional, well run and forward thinking organisation.
- Being a role model and providing positive leadership.
- Ensuring the health and safety of all involved with Waikato Lacrosse.
- Evaluating personal performance.
- Following all aspects of the WLA code of conduct, policies and regulations.

Knowledge and Skills Desired

- Strong administration, communication and web based technology skills.
- Passionate about the development of Waikato Lacrosse.
- Forward thinking.