



**Position Description**  
**Social Media Coordinator**  
*Approved by Board of Directors*

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**Responsibilities and Authority**

The Rope Skipping Alberta (RSA) Board of Directors may appoint up to two Social Media Coordinators, with a lead to be identified if more than one Social Media Coordinator is appointed. A Social Media Coordinator may be replaced at any time through a decision of the Board of Directors. The Social Media Coordinator is responsible for web-based communication content in collaboration with Rope Skipping Alberta's Chair and Secretary, and implementation of communications and advertising vehicles to help create momentum and awareness of Rope Skipping Alberta. The Social Media Coordinator fulfills all duties and obligations pertaining to social media outlets as requested by the Board of Directors. The Social Media Coordinator(s) are appointed annually by the Board of Directors.

**Function**

- Prepare communications for RSA's website, social media, and e-newsletters on committee initiatives and information from the Board of Directors.
- Maintain accuracy and keep current RSA's website.
- Maintain accuracy and keep current RSA's Facebook page.
- Maintain accuracy and keep current RSA's alternative social media outlets, including Instagram.
- Maintain up-to-date contact information for RSA, its Board of Directors, and key committee positions on all outlets.
- Promote True Sport principles as a component of RSA branding.
- Review annual communications goals and strategies, and provide guidance for changes or improvements.
- Stay informed of trends and recent developments in the field of communications.
- Ensure that the responsibilities of this position are effectively transitioned to the next member filling this position.
- Prepare and submit an annual budget to the Board of Directors for approval.
- Prepare and submit initiatives for consideration for inclusion in Social Media outlets.
- Write a brief annual report on the progress or new implementations of the communications for RSA's records.

Last approved: June 4, 2017

Last amended: December 11th, 2021

Approved: February 6, 2022