New Lambton Football Club Juniors
Position Description – Information Technology Coordinator

JOB TITLE:

Information Technology Coordinator

OBJECTIVE:

The role of the Information Technology (IT) Coordinator is to manage, maintain and develop the club's IT systems related to computing technology, such as networking, hardware, software, the Internet, or the people that work with these technologies.

The IT Coordinator also maintains and updates the relevant social media pages to keep players, supporters and other relevant stakeholders adequately informed.

RESPONSIBILITIES:

- Serve as the link between external IT support and end-users, as well perform general administrative tasks that help to ensure the smooth functioning of the club's computer systems.
- Administrator of (list is not exhaustive):
    - Google Suite
    - NLFCJ Website
    - NLFCJ Team App
    - NLFCJ Facebook
    - NLFCJ Twitter
- Manage, maintain and develop the club's IT systems related to computing technology, such as networking, hardware, software, the Internet, or the people that work with these technologies.
- Responsible for determining, developing and implementing the club's information technology goals.
- Activities can include reviewing and filling internal help requests and monitoring computer performance for potential problems.
- Administrative tasks include tracking computer-related orders and bills, maintaining license documentation and renewing upgrades.
- Provide day-to-day computer support, such as installing basic software and providing updates.
- Operate within NLFC's Communications Policy.
- In consultation with the committee, prepare an annual communications calendar to enable effective promotion of club activities and positive social media representation of the relevant NLFC programs.
- Upload required / requested articles, stories, etc for the club TeamApp, Facebook and Twitter page and / or website.
- Develop the necessary content to professionally promote and report on NLFC activities on social media and website, etc.

- NLFC's point of contact for all publicity and media related issues.
- In consultation with club Secretary and President, provide media outlets with a minimum of four positive club stories per playing season.

RELATIONSHIPS:

- Secretary, President and General Committee.
- Liaises with committee members, Secretary and President.
- Will be in regular contact with committee members, players, coaches, managers, members of the public, etc.

ACCOUNTABILITY:

- The IT Coordinator is accountable to the Secretary and General Committee.
- The estimated time commitment required as the IT Coordinator is 3 - 4 hours per week during the season. This may be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Minimum of 2 – 3 years IT experience.
- Broad range of experience with a number of computer program suits.
- Computer skills.
- Critical thinker and decisive leaders with strong communication and organisational skills.
- Able to understand end-user problems and convey them in technical language to other IT professionals.
- Good organisational skills.
- Excellent communications skills.
- Write well and have some knowhow on presenting media releases and articles.
- Be able to liaise with the committee regarding media relations and news items.

DESIRABLE SKILLS:

- Tertiary qualification in a relative field.
- Able to develop positive relationships with media contacts.