



# CYHA – Communications Coordinator

Annual

This position is accountable to President of Centennial Youth Hockey Association and is described as the Communications Coordinator of The Centennial Youth Hockey Association. This is a NON-Voting CYHA Coordinator Role Position.

## Responsibilities

- The Communications Coordinator is responsible for ensuring timely communication to the CYHA membership and to the community of all relevant information pertaining to CYHA.
- Provide regular updates to the members of CYHA. Methods of delivery shall include the following. Website updates, Mass and Selected Emails, Social Media updates.
- Website Updates: Administer the Communications Page of the CYHA Website.
- Mass and selected E-mail updates to the membership through distribution lists from SportsEngine
- Social Media updates to the following Social Media Platforms that will uphold the positive image and values of CYHA. Including but not limited to
  - Facebook
  - X (Formerly known as Twitter)
  - Instagram
  - TikTok
  - Snap Chat
- All requests for communications will be approved by the President prior to any communication (Posting, Emailing, Updating).

After three consecutive years of volunteering for this position, the candidate is eligible for Lifetime DIBS.