**ADVERTISING COORDINATOR**

(Voting Board Member)

Person is voted onto the board by the association and appointed into this position by the current voting board members.

**Major Role:** This position’s primary role is to manage all business aspects of the visible advertising space EYH sells to local businesses at Greenheck Field House. This person would manage renewals, coordinate with vendors for production, educate our association families on new advertising sales opportunities, and spearhead new and innovative advertising opportunities to support EYH and our association families. As an appointed position by the EYH Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association’s board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

**Responsibilities:**

• Partner with the fundraising coordinator and define communication of the association’s yearly fundraising & advertising options

• Maintain and track the current and prospective sponsorship business’s

• Act as primary contact to local businesses seeking to advertise with EYH

• Develop new advertising revenue streams

• Actively manage advertising vendor relationship, procurement, and installation

• Partner with the webmaster to maintain the “advertise with EYH” page and content

• Manage existing ad renewals in partnership with the responsible association families.

**Key Competencies:**

• Interpersonal skills, ability to collaborate and interact with many people

• Good organization and facilitation skills

• Good written and verbal communication skills

• Positive attitude

• Problem solving and analytical skills

• Self-motivated and takes initiative

• Base computer skills including email and word processing is required

Job Requirements:

• Contribute required time which may include weekends and evenings

• Required to attend association defined meetings when required

• May be required to drive to required locations, i.e. arenas, meetings, storage shed, etc.

• Personal computer with word processing capabilities/tools

• E-mail capability, required to maintain and interact via email on a regular basis

• Cellular phone or voice mail capability at residence

• Must provide consistent and regular communications to EYH board of directors

**Time Needed for Position**: This is a 36-month position, re-appoints on an annual basis. This position requires

approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to

10+ hours per week during peak activity times.