



COMMUNITY AND EVENTS COORDINATOR JOB DESCRIPTION

Our Organisation

The Darwin Netball Association (DNA) is the governing body for netball in the Darwin region. We aim to unite, inspire, enrich and support those who love the sport of netball as much as we do.

The DNA has an elected Management Team who are volunteers. The DNA has a part time Administrative Officer who coordinates the administrative functions of the Association to lessen the burden on the volunteers.

Primary Objective

- The Community and Events Coordinator's role is a volunteer position.
- To promote, market and raise the profile of the DNA in a positive light at all times.
- To maximise communication to all DNA members.
- To promote the activities of the DNA in the local media including radio, newspaper, Facebook, Twitter.

Key Duties

- Raise the profile of the DNA in the wider Darwin community.
- Coordinate the end of season senior presentation event.
- Coordinate the annual fundraising for donation events ie Pink Ribbon
- Coordinate the donation to community bodies from the grand final for both junior and seniors
- Coordinate DNA Representative teams in liaison with team managers.
- Assist committee with marketing and new business ideas.

Skills Required

- Can communicate effectively both verbally and in the written format.
- Is positive and enthusiastic.
- Is well organised.
- Has experience and an interest in promoting