| Churchland Soccer League | Churchland Soccer League  Position Description  **Staff Position: Social Media Manager**  ***Revised 2025*** |
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**CSL MISSION**

The primary mission of Churchland Soccer League (CSL) is to provide access to amateur and semi-pro soccer, for youth and adults. CSL shall promote soccer to players and parents, and aid in the education and development of soccer players, coaches, referees, and related volunteers.

**EXPECTATIONS OF STAFF POSITIONS**

Staff are responsible for specific operational functions of the Churchland Soccer League. Staff are expected to:

* ensure the functions of their position are executed expertly
* work collaboratively and communicate effectively with Board members, League members, coaches, parents, and players
* represent the League in a professional, knowledgeable manner at all times
* develop and maintain good working relationships

In addition, staff are expected to participate in three additional broad duties:

1. Duty of Care: pay attention to CSL’s activities and operations
   1. know the organization’s mission, policies, programs, and needs
2. Duty of Loyalty: put the interests of CSL before personal and professional interests
   1. serve as active advocates and ambassadors for the organization
   2. sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
   3. maintain confidentiality about all internal matters of CSL
3. Duty of Obedience: comply with applicable federal/state/local laws; adhere to CSL bylaws; remain guardians of the mission
   1. prepare for, attend, and conscientiously participate in board meetings
   2. follow the organization’s bylaws, policies, and board resolutions

**ROLE OF THE SOCIAL MEDIA MANAGER**

The Social Media Manager is a staff position that reports to the Vice President of Administration. The Social Media Manager has primary responsibility to maintain the League’s Facebook and Instagram presence according to the guidance and authority of the Board of Directors.

**Specific Duties of the Social Media Manager:**

1. General: Post/remove information on the social media sites according to the guidance and approval of the Board.
2. Meetings: Attend all meetings of the League, as well as annual, special, and general meetings of the membership.
3. Staff Duty: Assist in performing board duty, as requested and as scheduled. Staff Duty includes:
   1. Helping and/or assisting in concessions.
   2. Being available and visible for questions and answers from parents, players, coaches, facilitators, or any others as related to CSL.
   3. Having knowledge of field usage, schedules, and facilitators during Staff Duty time.
   4. Opening and/or Closing of the fields, building, and concessions if Staff Duty time is scheduled for said time.
   5. A commitment of 2 hours prior to or after your player’s HOME matches and/or your team’s HOME matches as needed or requested by the Board of Directors and/or President of the Board.
4. Term of Service: The term of service shall be one year, but not more than two (2) years consecutively in the same position.