



GUAM FOOTBALL ASSOCIATION

JOB DESCRIPTION

Job Title:	Media Content Creator I	Location:	Harmon, Guam
Employer:	Guam Football Association	Job Status:	Internship
Department:	Media & Marketing	Report to:	Media & Marketing Officer

Overall Responsibility

The overall role of the Media Content Creator I is to create & acquire content for the purpose of promoting and documenting Guam Football Association's events, leagues, and other initiatives to engage the local & international football community in cost-efficient and effective campaigns.

Ideally, this internship in the Media & Marketing Department will prepare candidates for possible hire by Guam Football Association in the Media Content Creator II position for leagues, events, and/or national teams, while opening up an opportunity for professional development through local and international courses and seminars if hired by GFA.

Duties include:

1. Event, League, GFA Initiative Documentation and Promotion
 - a. Photography and editing
 - b. Videography and editing
 - c. Written Activity Reports
 - d. News Releases
 - e. Web site content
 - f. Social Media content
 - g. Work with other GFA departments to acquire content
 - h. Assisting in other areas as needed during events, leagues, & GFA initiatives
2. Basic Graphic Design
 - a. Advertisements for events, leagues, and other GFA initiatives for print and/or digital media
 - b. Creative for GFA presentations and/or activity report booklets
 - c. Assist in other projects as needed
3. Media Liaison
 - a. Assist local media in coverage of leagues, events, and GFA initiatives
 - b. Written statements/quotes as requested by local media
 - c. Provide assistance where as needed
4. Perform other work-related activities as required by President, General Secretary, Executive Director and Chairperson



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Minimum Qualifications:

1. Excellent communication skills
2. Organization skills
3. Proficient writing skills
4. Eagerness to learn, develop and implement projects
5. Positive approach
6. Computer skills: must be proficient in Microsoft Office, and Internet use; experience with Adobe Photoshop & Illustrator preferred

Reporting:

- Report directly to Media & Marketing Officer

Terms of Employment:

- Availability on weekends and week nights
- Total work hours based on internship requirements

Position Open/Close:

The position will open until position is filled. Submit GFA Job Application along with resume or supporting accreditation(s), if applicable, to: jobs@theguamfa.com