



# GUAM FOOTBALL ASSOCIATION

## JOB DESCRIPTION

<b>Job Title:</b>	Media Content Creator II	<b>Location:</b>	Harmon, Guam
<b>Employer:</b>	Guam Football Association	<b>Job Status:</b>	Part-time
<b>Department:</b>	Media & Marketing	<b>Report to:</b>	Media & Marketing Officer

### Overall Responsibility

The overall role of the Media Content Creator II 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 part-time, entry level role in the Media & Marketing Department will prepare candidates for possible promotion to a full-time position for leagues, events, and/or national teams, while opening up an opportunity for professional development through local and international courses and seminars

### 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:**

- One year contract effective upon hiring agreement
- \$11 per hour after submittal of reports
- Availability on weekends and week nights
- Work minimum of 20 hours a week, with the bulk of hours on weekends and one office/admin day (at least four hours)

### **Position Open/Close:**

The position will open October 15, 2018 and close October 29, 2018. Submit GFA Job Application along with resume or supporting accreditation(s), if applicable, to: [jobs@theguamfa.com](mailto:jobs@theguamfa.com)