

COMMUNICATIONS COORDINATOR

Service Unit Position Description

SUMMARY Enhance public awareness and support of Girl Scouting through regular two-way communication with volunteers, community contacts and local media. Serve as a vital link between the community and the council communications and marketing team.

SUPPORTED BY Member Support Executive (MSE)

APPOINTMENT Appointed by MSE for one year; reappointment based on annual evaluation.

RESPONSIBILITIES/TASKS

- » Present a positive image of Girl Scouting to girls, volunteers and community members
- » Chronicle Service Unit and troop activities and events by taking photographs and writing brief articles.
- » Submit news items and photos to the council's marketing/communications team for internal communications (i.e. Connections, social media) and possible external use (i.e. news media and social media).
- » Develop a system for sharing information within the service unit. This could include promoting and supporting the service unit website, Facebook page or email newsletter.
- » Organize materials and maintain accurate records.
- » Attend regular service team and leader meetings, and participate in the annual service unit plan of work.
- » Be guided in all actions by the Girl Scout Mission, Promise and Law.
- » Comply with all GSUSA and Council policies and procedures, including *Volunteer Essentials*.

REQUIREMENTS AND STEPS TO BECOME A SERVICE TEAM MEMEBER:

- » Become a registered member of the Girl Scouts, including a background check.
- » Remain current on training offered by GSACPC.
- » Leadership from the Inside Out online resource recommended.

THANK YOU FOR YOUR TIME AND COMMITMENT.