

Communications Coordinator

PURPOSE: Maintain Service Unit Communications resources.

TERM: Appointed by GSOC Staff for a one-year term, eligible for reappointment.

TIME COMMITMENT: Approximately 4-7 hours/month in August-June.

ACCOUNTABLE TO: SU Operations Lead and GSOC Staff (Troop Support Specialist).

SUPPORTED BY: SU Operations Lead and Lead Team Members, and Troop Support Specialist.

RESPONSIBILITIES:

- Manages Service Unit communications platforms (Facebook, Band, Shutterfly, website and/or similar) ensuring privacy guidelines are met (personal information must be secure and not accessible to the public).
- Maintains Service Unit calendar with current information to ensure Service Unit members have access to GSOC programming.
- Posts GSOC/Regional/Service Unit news, Talking Points, meeting minutes and updates to communications platform, and other information as directed by Operations Lead.
- Send/schedule email meeting reminders and invitations.
- Manage social media accounts and ensures accounts depict the Service Unit and its members in the best possible light.
- Serve as Service Unit Historian, documenting events by taking or collecting photos and sharing via secured platform.
- May serve as note take for Service Unit Team Meetings and Service Unit Meetings.
- Serves as part of the SU Operations Team, supporting and participating in Operations Team initiatives. Attends Service Unit and Team meetings.
- Completes annual Girl Scout membership registration, background screening (as required), role selection in MyGS, and submission of Volunteer Agreement and Non-Disclosure Agreement.
- Completes all position-related training within three months of appointment.

QUALITIES REQUIRED:

- **Commitment to Focus on Girls:** Understands that girls experience the Girl Scout Leadership model through using girl-led, cooperative-learning and learning-by-doing activities.
- **Confidentiality and Conflict Resolution:** Exercises discretion, integrity and impartiality in dealing with Service Unit personnel issues.
- **Ability to Foster Diversity:** Understands and embraces differences.
- **Communication Skills:** Expresses ideas clearly and concisely.
- **Model the Girl Scout Promise and Law:** Demonstrates personal integrity, credibility and dependability for girls and a commitment to the mission, goals, guidelines, policies and standards of GSUSA and GSOC.