

Communications Liaison Position Description

Pathway:

- Long-Term Direct Service Long-Term Indirect Service
 Short-Term Direct Service Short-Term Indirect Service

Time Commitment:

Duration 1 year(s) month(s) week(s) day(s)
For 5-10 hour(s) per year month week day

Summary: The Communications Liaison coordinates and distributes all internal communication on a local level. This responsibility includes collecting notes from important meetings, distributing information, social media management (Facebook messaging and updates) email communication, texts, etc. The Communications Liaison will serve as a resource for GSBDC to provide information so that it will be distributed accurately and in a timely manner to local volunteers, leaders, and Girl Scouts.

Place of Service: Service will be provided on a local level.

Reports to: This position reports to the Membership Delivery Manager.

Responsibilities/Tasks:

- Be a liaison and support between GSBDC and local volunteers, parents, Girl Scouts, leaders.
- Be present at all meetings (if unavailable, must find a substitute) to record minutes, distribute and receive pertinent information to be shared.
- Provide pertinent information to all constituents on a local level via several mediums including (but not limited to):
 - Facebook Groups
 - Text and email communication
- Assist MDMs and the Marketing and Communications Department in informing target audience regarding priority events, communications, updates, endeavors, etc.

Skills:

- Strong communication skills (written and verbal)
- Personable
- Social media proficiency
- Technology proficiency
- Organization
- Experience with Microsoft Word
- Ability to meet deadlines

Core Competencies-Required:

- Personal Integrity: Demonstrate dependability, honesty, and credibility
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Oral and written communication: Express ideas and facts clearly and accurately
- Fostering diversity: Understand and embrace differences

Support: The Communication Liaison will receive full support, guidance and mentorship from the Service Unit Administrator and the Membership Delivery Manager. She/he will be provided relevant training and development both specific to the position and general Girl Scout knowledge. All needed materials will be provided in a timely manner.

This is an internal communications position. If contacted by local media, or if you would like to promote events to local media channels, please contact the Marketing and Communications Department at marketing@bdgsc.org immediately. Occasionally, we will send press releases or other information to the local press in your area to advertise programming and activities. If you have contacts in the local media, let us know! We will help develop those relationships to help get more attention to your troops and Service Units.

Please refer to Volunteer Essentials or the Forms and Document section of our website for the Crisis Management chain of command. If ever approached by a member of the media, a simple 'I am not the person you need to talk to, let me find out who that is' is the best thing you could say.

Training and Development:

- Communications orientation training with this manual

Requirements:

- Become a registered member of GSUSA
- Approved volunteer application
- Approved volunteer background check
- Signed Volunteer Position Agreement
- Be at least 25 years of age
- Accept the principles and beliefs of Girl Scouting and support local and national Girl Scout policies, practices and procedures
- Remains in close communication with the Membership Delivery Manager on a regular basis

Agreement

I have read the Volunteer Position Outline and agree to carry out my responsibilities as described. If for any reason I am unable to perform any of my responsibilities, the Council has the right to change my volunteer status. I will fulfill the outlined duties with no monetary compensation. I certify under penalty of perjury that I have not been convicted of any criminal offense. The Council will not knowingly accept voluntary services from a convicted sex offender. Volunteers are required to disclose to Council if they are living with a sex offender or have regular personal contact with a convicted sex offender, as well as the nature and the extent of such relationships or contacts. Volunteers who violate this procedure will be barred from any further participation in Girl Scout activities.

Name (print): _____

Phone: _____ Email: _____

Address: _____

Signature of Volunteer: _____ Date: _____