

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 recording important meetings, distributing newsletters, 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 girls.

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, girls, 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
 - Email communication
 - Newsletters
- Assist the communications and marketing 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
- Internet access
- Microsoft word – mandatory
- Microsoft publisher or adobe suite – recommended
- 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 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, the Membership Delivery Manager and the Communications Department. 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. If a crisis management situation arises, the GSBDC communications staff will immediately take the lead.

Training and Development

- Communications orientation training with this manual
- Social Media policy and procedure training in Volunteer Tool Kit

Requirements:

- Become a registered member of GSUSA
- Approved volunteer application
- Approved volunteer background check
- Signed Volunteer Position Agreement
- 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

Safety-Related Matters:

- See the volunteer policies/procedures on our website under the *News and Publications* section

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:** _____