

Summary: The communications coordinator supports Girl Scouts and the adults who work with them by utilizing an array of communications tools that result in comprehensive information dissemination to all members of the service unit. The volunteer ensures all local, regional and global program information is shared with all members of the service unit to facilitate consistent Discover-Connect-Take Action outcomes of the Girl Scout Leadership Experience for girls.

Term of Appointment: The communications coordinator is appointed for a one-year term that is renewable upon completion of evaluation processes.

Supervision: Reports to assigned staff liaison.

Responsibilities:

- Be a registered member of Girl Scouts of the USA and successfully complete the volunteer application process.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Remain informed about and comply with the most current policies, procedures and guidelines of Girl Scouts of Oregon and Southwest Washington and Girl Scouts of the USA (GSUSA).
- Develop and execute communications plan that ensures all volunteers receive information (Web page, newsletters, e-mails, etc.).
- Facilitate communication between service team members, volunteers, parents/guardians and girls.
- Manage service unit calendar.
- Regularly update information on service unit Web page on council website.
- Record and disseminate information shared at service team and service unit leader meetings.
- Manage electronic and hard copy communications as needed for service unit.
- Complete additional duties, as necessary, to fulfill the position's purpose.

Position Competencies:

- Has impeccable organization skills.
- Is proficient with personal computers, Microsoft Office programs and the internet.
- Has the ability to work in a team environment to coordinate and disseminate information.
- Has the ability to provide clear, concise verbal and written communications.
- Possesses good problem-solving skills.

Core Competencies:

1. **Girl Focus:** Fosters girl-adult partnerships, providing opportunities for girl-leadership development.
2. **Adaptability:** Adjusts, modifies own behavior and remains flexible and tolerant in response to changing situations and environments, unexpected obstacles or diverse people expressing different perspectives, needs or demands.
3. **Fostering Diversity:** Removes barriers to participation (holds meetings in accessible locations, uses translators, etc.).
4. **Oral Communication:** Expresses ideas and facts clearly, concisely and accurately,
5. **Personal Integrity:** Demonstrates dependability, honesty and credibility