

# 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 Communications Department, specifically the Director of Marketing.

**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
  - Twitter
  - 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 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. In situations involving crisis communications, or if information is needed beyond standard training, the communications department will make it a priority to support in a timely manner.

**Training and Development:**

- GSI01-Online training video
- GSBDC – Basic orientation Training
- GSBDC Brand self-study
- Social Media policy and procedure training

**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 Experience Manager on a regular basis

**Safety-Related Matters:**

- See the volunteer policies procedures on our website under the *For Adults* section