

Volunteer Position Description

Communications Coordinator

Position Summary:

The **communications coordinator** uses social media platforms and other tools to engage and inform volunteers, while actively promoting local service unit (SU), Girl Scouts of Western Washington (GSWW), and Girl Scouts of the USA(GSUSA) events and opportunities.

Responsibilities:

- Invites and reminds all volunteers of SU meetings and events via social media/email/etc.
- Attends SU meetings, and shares minutes with all volunteers.
- Manage social media pages, platforms, etc. for service unit team.
- Share events, opportunities, Girl Scout days (Thinking Day, Girl Scout Week, Founder's Day, etc.), welcome new volunteers, and celebrate successes.
- Review and remain up to date with current GSWW Social Media Guidelines.
- Promote and encourage volunteers to submit troop/individually registered member activities via GSWW [Share Your Story](#).
- Assist SU team members with marketing related to programs, events, recruitment, etc.
- Follow GSWW and GSUSA social media sites, including regional and program level social media sites.
- Agree to be guided by the Girl Scout Mission, Promise and Law, and the procedures and guidelines of GSWW and GSUSA.
- Create a welcoming atmosphere for youth and adults from all different social, cultural, ethnic, and economic backgrounds.
- Maintain GSWW confidentiality standards.

Qualifications:

- **Experience:** Social media platform savvy.
- **Leadership Skills:** Commitment to inclusion regardless of race, ethnicity, physical or mental differences, geographic location, socioeconomic status, educational background or any other difference. Respect diverse viewpoints and willingness to engage in discussion.
- **Computer Skills:** Ability to use email, social media, word processing software, and internet to communicate with SU team members, volunteers, and GSWW staff.

- Other Requirements include:
 - Must be 18 years of age or older.
 - Become a registered member of Girl Scouts.
 - Complete required volunteer application process by submitting volunteer application, criminal background check.
 - Ability and willingness to meet the time commitments of the position.

Time Commitment:

- Varies, minimum 1-3 hours monthly; including SU meetings.

Reports To:

- Volunteer service unit manager (SUM).

Marketable Skills:

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| • Social media platforms | • Communication |
| • Public relations | • Content writing/creation |
| • Detail oriented | • Leadership |
| • Creativity | • Microsoft Office |