 Service Unit Media Coordinator

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| **Purpose** | **Accountable To** | **Term** |
| Promotes Girl Scouting within their Service Unit area and ensures that the media is informed of Girl Scout happenings, events and news in the local community | Service Unit Volunteers and Marketing and Communication Department | One Year Appointed by Service Unit Volunteers May be reappointed based on performance  |
| **Responsibilities** | * Creating event and/or meeting reminders via Service Unit communication method (ex.: Remind, Facebook Group)
* Work with team members to create communications about product dates and deadlines
* Work in partnership with the Service Unit Team to remain informed of area happenings, events and activities to publicize
* Work in partnership with Marketing and Communication Department
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| **Other Responsibilities** | * Ensure positive visibility and awareness of Girl Scouting in the community
* Contact Council Staff for media training, if a situation arises in which local media would like to communicate with the Service Unit
* Share local media coverage with the Council’s Marketing and Communication Department
* Thank all media contacts whenever Council or local Girl Scout topics are covered
* Remain informed about and comply with all current policies, procedures and guidelines (Volunteer Essentials and Safety Activity Checkpoints) within Girl Scouts of Central California South
* Send pictures and videos to Emily Valdez at evaldez@girlscoutsccs.org
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| **Required Qualifications** | * Registered & screened Girl Scout Volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy
* Ability and desire to work with and serve people from diverse backgrounds
* Adheres to Council policies
* Able to maintain confidentiality when sensitive issues arise
* Knowledgeable and versed on Council policies as stated in *Volunteer Essentials* and *Safety Activity Checkpoints*
* Good oral, verbal and written communication - express ideas and facts clearly and accurately
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| Your appointment to the above position begins on and will continue to September 30, 20  |
| Service Unit | Printed Name | Signature | Date |
| Appointed by | Printed Name | Signature | Date |

*\*This position can be shared*