 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 | | | | | |
| **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 | | | | | |
| **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 | | | | | |
| 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*