

## Neighborhood Communications Manager Role Description

**Purpose:** To facilitate communications

**Accountability:** Appointed by and accountable to the Neighborhood Manager and the Community Engagement Manager

**Department:** Membership Development and Support

**Term:** Two years beginning June 1; may only serve two successive terms; renewable at the discretion of the Neighborhood Manager and Community Engagement Manager

**Time Commitment:** Approximately 10 hours per month

### Responsibilities:

- Develop and maintain a system of effective communication among the Neighborhood Service Team, troop leaders and neighborhood membership
- Attend Neighborhood Association meetings, take minutes, maintain communication records and distribute information to the neighborhood in a timely manner
- Oversee Neighborhood Planning Committee
- Serve as the neighborhood's Juliette Coordinator
- Work with the Council Marketing and Communications Department to create and manage social media outlets for the neighborhood
- Follow and uphold all GSUSA and Eastern Missouri policies, standards, and procedures

### Qualifications:

- Meet GSUSA adult membership requirements
- Complete the appropriate training for the position
- Commit to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law
- Knowledge of the Girl Scout program, *Safety Activity Checkpoints*, and *Volunteer Essentials*
- Access to a computer and the internet and can use technology to communicate, process information and maintain records
- Comfortable communicating with adults and motivating them to comply with appropriate policies and procedures
- Demonstrate the ability to produce well written communications

### Training Required:

- New Troop Leader Training
- Troop Money Management