**Title: Advancement Coordinator**

**Status: Full-time**

**Service Center: TBD**

**Job Summary**

Support a cross-functional work flow and insure a collaborative work environment through the implementation of integrated work plans executed on the regional level.

Provide professional, energetic support and competent management of the delivery and extension of the Girl Scout brand throughout the 26-county jurisdiction. The incumbent is responsible for marketing all member services and communications support offered within the five regional service centers as well as all remote/out based assignments and operations though the website and marketing cloud.

**Essential Duties and Responsibilities**

* Responsible for maintaining the council website in a timely, informative fashion.
* Provide general communications support within the department, which may include writing and design of materials.
* Participate in the creation, development, and implementation of a comprehensive council marketing, public relations, and communications plan.
* Establish positive working relationships with staff in departments necessary to gather information to meet volunteer, donor, and other constituent requirements. Attend other meetings as appropriate with managers, directors, volunteers, service centers, etc. Works productively with a diverse group of people.
* Writes, creates, and schedules all posts to all social media platforms.
* Writes and creates copy and basic graphic designs for flyers, ads, etc.
* Assists Advancement Department with events and other projects as needed.
* Subscribes to the tenets of the Girl Scout Promise and Law.
* Other related duties as assigned.

**Education and Experience:**

* Associate’s degree preferred.
* Related experience in marketing & communication required.
* Prior experience in web maintenance or design is preferred.

**Required, Specialized, or Technical Knowledge:**

* Excellent verbal and written communication skills to establish clear expectations in a fast-paced setting.
* Strong communications knowledge base.
* Ability to view the council as a whole vs. individualized regions or federations so to insure consistent opportunities and messaging.
* Ability to make independent decisions and ability to interact effectively with staff and volunteers at all levels of the organization.
* Working knowledge of Microsoft Office Suite computer software required. Exposure to Microsoft Sharepoint a plus.
* Ability to employ strict discretion in sensitive situations.
* Comfort with uncertainty and ambiguity while being proactive in anticipating and preempting problems.
* Prior Girl Scout experience strongly desired.

**Posted:** Date