



GIRL GUIDES OF CANADA – BC COUNCIL PUBLIC RELATIONS COMMITTEE

ADMINISTRATIVE COORDINATOR POSITION DESCRIPTION

PURPOSE

- To provide administrative support to the PR Adviser and PR Committee.
- To provide PR resources and information to Guiding members in BC.
- To promote the use of the GGC Brand Standards among Guiding members.

QUALIFICATIONS

Knowledge and understanding of Girl Guides of Canada's programs and its Vision, Mission and Values.

Knowledge and understanding of GGC's Graphic Standards and Event Merchandise Guidelines and BC Council standards.

Experience with administrative procedures such as developing meeting agendas, minute taking, task scheduling and communication (primarily by email).

Familiarity with video-conferencing applications (such as Skype and Zoom).

TERM OF OFFICE

Appointed by the provincial PR adviser, in consultation with the provincial commissioner or her designates.

RESPONSIBILITIES

1. Is a member of the provincial Public Relations Committee and attends and participates in committee meetings as required.
2. Creates the agendas, takes minutes at committee meetings, and distributes them to committee members in a timely manner.
3. Facilitates the logo approval process and promotes the use of GGC Brand Standards.
4. Maintains committee task lists and event calendars.
5. Completes paperwork for committee events, in consultation with the PR Adviser and other committee members.
6. Submits a report about committee activities to the PR Adviser before every BC Council meeting, to be included as part of the committee's reports to council.
7. Assists with committee event planning, and attends and facilitates events as required.
8. Performs other administrative tasks as required.