



Greater Toronto Council COMMUNICATIONS TEAM

Commitment: Time commitment will include 1 meeting each month (participation can be via conference call). Other time commitments will depend on the projects you sign up for, or can be limited to 2-10 hours a month if you are contributing to the social media team. Most work is to be done on your own, on evenings or weekends. You should already have the equipment (cameras/cell phone camera, computer, software etc.) to perform the tasks you take on.

Major Responsibility:

Help to create and distribute communications for the Greater Toronto Council and participate in a committee led by the Deputy Council Commissioner and Deputy Council Youth Commissioner of Marketing and Communications.

Duties and Responsibilities include:

1. Actively participates as a member of the Communications Team
2. Participates annually in a planning and learning session
3. Ensures that tasks assigned to them are completed effectively and on time
4. Supports team members to the best of their ability and ensures that they are an equal member of the team
5. Individual roles depend on your skillset and include:
 - a. Photography or videography of Council events, Group events or small group adventures (group meetings, camping etc.)
 - b. Photo or video editing
 - c. Website development- especially DRUPAL
 - d. Creative Writing for Web or Newsletter
 - e. Graphic Design
 - f. Administrative Skills such as Calendar Creation and update, PowerPoint Presentation Development or Internet skills
 - g. Social Media Review and Participation (Facebook, YouTube, Instagram, Twitter)

Qualifications:

- Excellent communications skills: ability to communicate clearly and professionally both verbally and in writing
- Previous experience marketing or communication a plus
- Outgoing personality, with ability to work well with others
- Time management, planning and organizational skills
- Teamwork
- Familiarity with social media, electronic and paper communication tools

TO APPLY

If you are interested in joining this committee, please send your resume along with an outline of your current role in Scouts (Parents welcome), background experience and/or skills which you may have. Non Scouts members and students also welcome. Please submit to the Deputy Council Commissioner of Marketing and Communications: Patricia Sparks at patricia.sparks@scouts.ca.