

<b>Job Title:</b>	Latino Membership Manager
<b>Department:</b>	Membership
<b>Classification:</b>	Exempt
<b>Supervisor:</b>	Director of Urban Membership
<b>Position Overview:</b>	Serve as liaison between GSMIDTN and the Latino community in Middle Tennessee. Implement strategies and initiatives to increase involvement among Latino families, girls, volunteers, and community organizations. Introduce the Latino community to Girl Scouting and the leadership opportunities it offers to girls of all backgrounds and abilities.

**Duties and Responsibilities:**

- Build relationships with the Latino community and educate this population about Girl Scouts
- Recruit Latino girls and adult volunteers to join Girl Scouts
- Handle administrative tasks related to recruitment, registration, and retention of members and volunteers
- Plan and lead trainings for new volunteers
- Secure program sites and gain recruitment opportunities with community partners
- Use cultural and language appropriate skills to engage Latino families at Girl Scout events
- Work collaboratively with various Council staff and external agencies to develop key strategies to attract the Hispanic community to the Girl Scout movement and execute said strategies
- Meet recruitment goals that align with the Council strategic plan as well as the strategic plan set forth for growing Latino membership
- Perform the duties of troop leaders as needed
- Provide product programs support to troop leaders and parents during Fall Product and Cookie programs
- Compile, analyze and interpret demographics, membership trends and other available market data and uses it to design membership strategies for the Hispanic community
- Oversee local troop bank accounts to ensure integrity and responsibility when handling troop funds
- Manage Facebook communications and translate/transcreate material as needed
- Track and report necessary data in a timely manner
- Prepare membership and other reports as requested
- Perform other tasks and duties as assigned by management

**Knowledge, Skills and Abilities Required:**

- Have a deep understanding and an ability to interact with the Latino cultures in Middle Tennessee
- High School diploma or equivalent required
- Must be able to fluently communicate in English and in Spanish, in both written and oral formats
- Comfortable with public speaking and introducing new constituents to Girl Scouting
- Manage language resources including translation quality of written materials between the native language and English, including correspondence, forms, applications, notices and other written materials of the Council
- Assist the staff with understanding differences in culture and traditions
- Attend multicultural community events as requested
- Proficient in Microsoft Office and the Internet
- Ability to accommodate a flexible and demanding work schedule including evenings and weekends that meets the needs of a complex membership constituency
- Access to reliable transportation and willingness to travel throughout the Council's 39 county jurisdiction.
- Ability to work with a diverse group of staff and volunteers
- Possess a professional attitude and strong work ethic with exceptional customer service skills
- Strong belief in the mission of Girl Scouting and the ability to convey its importance to the public
- Ability to pass a criminal background check including a motor vehicle report
- Valid Tennessee Driver's License and state required proof of insurance



**Physical Working Conditions:**

While performing the duties of this job, the employee may sit, stand or drive for prolonged periods of time. The employee may lift, carry or otherwise move and position objects weighing up to 20 pounds.

I acknowledge receipt of this job description and that I have thoroughly read this information.

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Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date