



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION

Approved: by the assembly 7 August 2021

Effective Date: 21 August 2021

Position: AREA PUBLIC OUTREACH COORDINATOR

Term: Three years

Appointed by the Area Chairperson

Reviewed: February 2021

General Description

The primary responsibility of the Public Outreach Coordinator is to support District Representatives and Groups in their efforts to conduct Public Outreach Service. The Coordinator is also responsible for forwarding to the Districts information received from the World Service Office (WSO) relative to national Public Outreach projects. He/she communicates with the Area Chairperson regarding concerns or questions.

Expenses incurred by this position are covered in the Public Outreach coordinator's budget (reference the Virginia Area Treasurer's Report for actual budget amount.)

Tasks

- Provide Public Outreach presentations and workshops at District and Area meetings.
- Inform DRs of innovative ways to use Public Outreach literature to carry the message of recovery to the general public, professionals and institutions.
- Follow guidelines relative to the position, e.g., G-09, G-10, G-29, and G-38.
- Provide written reports on Area public outreach projects at Area meetings.
- Facilitate the Public Outreach Action Committee at Assembly.
- Keep up with changing WSO processes and technology using a variety of resources which may include but not be limited to, e-communities and WSO conference calls.
- Provide VAWSC with three topic choices for the Public Outreach Action committee at Assembly.

Time

- Two-day Assemblies, currently scheduled for Spring and Fall.
- Preparation for Assembly as needed.
- One-day VAWSC Meetings as called by Area Chair.
- One-day Area Officers and/or Coordinators meetings as called by the Area Chair.
- Two-hour Public Outreach conference calls scheduled by WSO.

Position Requirements and Desired/Helpful Skills

- Thorough knowledge of the Al-Anon Alateen Service Manual.
- Verbal and written communication skills that reflect the principles of Al-Anon.
- Proficiency in the use of e-mail.
- Computer skills necessary to create written reports.
- A service sponsor.