



## **Virginia Area Al-Anon Alateen Assembly, Inc.**

### **AREA JOB DESCRIPTION**

**Approved: 2024 Spring Assembly**

**Effective Date: May 6, 2024**

**Position: AREA COMMUNICATIONS COORDINATOR**

**Term: 3 years**

**Appointed by the Area Chairperson**

**Reviewed: January 2024**

#### **General Description:**

The Area Communications Coordinator is appointed by the Area Chair and is responsible for the Virginia Area's virtual meeting platforms including: Purchase and maintenance of WebEx virtual meeting platform. Training volunteer staff in use of WebEx or other platforms. Coordinating Area group meetings hosts. Training Area members on how to access virtual VAWSC and Area Assembly Meetings. Work with the Area Web Site Coordinator to post virtual meetings on the Area Calendar.

Expenses incurred by this position are covered in the Communications Coordinator's budget (reference VA Area Treasurer's Report for actual budget amount).

#### **Tasks:**

- Schedules WebEx hosting events
- Coordinates digital training sessions for virtual meetings
- Coordinates with Area Chair to manage Area digital needs, including meeting registration, document conversion, and online document storage and sharing
- Collaborates with Area Officers, Coordinators, and other trusted servants on virtual Area meetings including VAWSC, Assembly, Thought Force, Task Force, and Work Group Workshops
- Sends out and aggregates data for Area surveys to members
- Coordinates with Area Website Coordinator and Long-Range Planning Committee Chairperson to provide digital content on the website
- Coordinates with Group Records Coordinator and Area Secretary for updated email addresses
- Forms a Digital Communications work group to meet Area needs for digital support, to include defining, designing, and updating the Area Website
- Researches and suggests new communication initiatives related to digital support to meet Area needs
- Attends and reports to all VAWSC meetings and Assemblies throughout the three-year term

- Purchase and maintenance of WebEx virtual meeting platform
- Training volunteer staff in use of WebEx or other platforms
- Coordinating Area group meetings hosts
- Training Area members on how to access virtual VAWSC and Area Assembly meetings
- Work with the Area Web Site Coordinator to post virtual meetings on the Area Calendar

**Time:**

- Two-and one-half days Assembly, currently scheduled for Spring and Fall
- Preparation for Assembly as needed
- One-day VAWSC meeting, currently scheduled for March and August
- Event hosting

**Position Requirements and Desired/Helpful Skills:**

- Thorough knowledge of the AI-Anon/Alateen Service Manual
- Verbal and written communication skills that reflect the principles of AI-Anon
- Computer skills, including the ability to maintain spreadsheets and/or databases
- Word processing skills for producing written reports
- Proficiency in the use of email for communications with the Virginia Area Officers, the VAWSC, and WSO
- Have a Service Sponsor