



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION **Approved: 2024 Spring Assembly** **Effective Date: May 6, 2024**

Position: AREA WEB SITE COORDINATOR

Term: 3 Years

Appointed by Area Chair

Reviewed: January 2024

General Description:

Principal duties: Implement the Virginia Area Web Guidelines and serve as the chair of the Virginia Area Website Committee. In addition, the Web Coordinator serves as the liaison between the Virginia Area World Service Committee (VAWSC), action committees, Districts and Groups and the Website Committee. Work with the Public Outreach Coordinator. Convey service information from the Area, VAWSC, and World Service Office (WSO) to the Al-Anon Information Service (AIS) Districts and Groups via the Virginia Area Website. Expenses incurred by this position are covered in the Website Coordinator's budget as shown in the Virginia Area Treasurer's quarterly report to the Assembly.

Tasks:

Maintain the Virginia Area Website, to include, but not be limited to:

- Information for the calendar page may be submitted by any member of Al-Anon or Alateen
- The calendar page should reflect only Al-Anon or Alateen events or events with strong Al-Anon/Alateen participation
- When such events are posted, the information should be passed on to the person maintaining the Area Calendar for inclusion
- Provide coordination and support for the video conferencing platform (currently WebEx) provided, funded and established by the Virginia Area
- Provide backup of the website software in case of an emergency
- Attend meetings of the VAWSC and Virginia Area Assembly twice yearly
- The Web Coordinator presents a written report on Website events that occurred since the previous meeting and indicates planned updates and changes with estimated due dates

Time:

- Twice yearly Assemblies are two-day events. Preparation for each: 8 hours
- Twice yearly VAWSC Meetings are one-day events. Preparation for each: about 8 hours
- Twice yearly Officer and Coordinator meetings are one-day events. Preparation time for each: about 2 hours

Required Knowledge and Skills:

- Access to a computer and the Internet
- Basic knowledge of html (hypertext mark language)
- Basic knowledge of FTP (file transfer protocol)
- Basic knowledge of the process for updating the Area Website
- Knowledge of Al-Anon Steps, Traditions and Principles
- Verbal and written communication skills
- Ability to create and maintain spreadsheets and/or databases
- The ability to produce mailing labels
- Word processing skills for producing written reports
- Proficiency in the use of email for communication
- Knowledgeable in the Al-Anon/Alateen Service Manual

Desired Knowledge and Skills:

- Ability to use Web browser to find relevant information
- Basic knowledge of website creation and hosting
- Ability to write a statement of work (SOW) to describe desired changes to the Area Website
- Ability to deal effectively with a service provider (contractor)
- Have a service sponsor