

# Job Description for

## Area Alateen COMMUNICATIONS Coordinator

Introduction: The elected Officers and appointed Coordinators (3-year term) are the Board members of Southern California World Service of AFG, Inc., a California Nonprofit Public Benefit Corporation and a charitable 501(c)(3) tax-exempt entity per the Internal Revenue Service. SCWS Coordinators must live within the California South Area during their entire term. The Coordinators act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the duties of their position for the Area. The Coordinators accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are ineligible to hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a

### 1. ELIGIBILITY / QUALIFICATIONS –

Must be a current Al-Anon Member involved in Alateen Service (AMIAS) in CA (S). Past or current registered Group Representative experience preferred but not necessary. Should have a thorough understanding of the 12 Steps, Traditions, and Concepts, current *Al-Anon/Alateen Service Manual*, Knowledge-Based Decision-Making (KBDM), Area and World Service structure and SCWS Bylaws. Should have extensive knowledge of the SCWS *Area Alateen Safety & Behavioral Requirements* (ASBR) and must be willing to abide by them. Must maintain confidentiality of non-public information.

### 2. OFFICIAL DUTIES / RESPONSIBILITIES

- Attend Area World Service Committee (AWSC) meetings in Feb, Aug (3rd Sat); SCWS Assembly meetings in May, Nov (3rd Sat).
- Prepare and present written report for each SCWS Committee and Assembly meeting and email to SCWS *Bulletin* Coordinator.
- Attend 4 SCWS Board Meetings in Jan, Apr, July, and Oct (Sun). Attend SCAC Workgroup meetings, which occur on an “as needed” basis 4 – 6 times each year and SCAC. Attend the “as needed” SCWS Alateen Resolution Committee web conferences (see Area Meeting Attendance table below).
- Contact individuals who have requested information about the Alateen program *or forward their request to a District near them and follow-up with the individual.*
- Communicate with agencies that have requested an Alateen Panel and arrange Alateens to speak and AMIAS or parent to transport and supervise them.
- Create the *Area Alateen Newsletter* to inform the Area members about recent changes made by SCWS and/or WSO, share AFG Connects postings about Alateen topics, and educate Al-Anon members about Alateen. Newsletter to be distributed to:
  - Area Website Coordinator for posting on Area website,
  - Al-Anon Information Service Offices (AIS) to distribute
  - Alateen Group Current Mailing Addresses (CMA) via email
  - Currently certified AMIASs.
- Collaborate with the AAPP to maintain current, updated contact information of all of the above.

### 3. BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED

- Is able to communicate effectively, prepare written reports and meet deadlines.
- Must be proficient in using word processing programs and using email with attachments. Is accessible, available, responsive, and flexible.

### 4. ADDITIONAL SKILLS NEEDED –

Has a strong sense of responsibility, able to prioritize, and work independently and as a team member. Is able to work cohesively with the other Alateen Coordinators. Able to separate opinion from facts and remain impartial and neutral. Can support and effectively communicate Area and WSC decisions and their implementation objectively, even if not in personal agreement with the group conscience. Familiar and comfortable with using social media and electronic communication platforms as prospective avenues for disseminating pertinent Area Alateen-related information, while incorporating and following any and all Area and WSO safety requirements and guidelines to protect the identity and anonymity of Alateens.

### 5. EQUIPMENT / TECHNOLOGY NEEDED –

Computer, printer, internet, email, and Microsoft Office software (software can be provided by SCWS) Google Drive and Dropbox skills. Equipment should be adequate enough to participate in conference calls and on-line meetings. Working knowledge of virtual platforms, i.e., Zoom, GoToMeeting, etc.

6. **REALISTIC TIME COMMITMENT OF THIS POSITION –**

Varies depending on the month. Average time is 10 - 15 hours per week. Additional time should be allotted to attend meetings and events: Committee Meetings and Assemblies (6 hrs), Board Meetings (6 hrs), Resolution Committee Meetings (2 hrs), Alateen Panels, and SCAC (see meeting table below).

7. **PREPARATION –**

Have thorough working knowledge of:

- the SCWS *Area Alateen Safety & Behavioral Requirements* (ASBR),
- all of the Alateen *Guidelines*, including (G-24)
- Alateen Policy in current *Al-Anon/Alateen Service Manual*
- *Guideline for Newsletter Editors* (G-21)
- Alateen *e-manual* (available on the WSO website: <http://al-anon.org/members/alateen/alateen-service-e-manual>).
- Meet with outgoing Communications Coordinator for orientation and training, as needed.

**MANDATORY AREA MEETING ATTENDANCE**

SCWS Board	January, May, July, October	3 <sup>rd</sup> Sunday	10:00am to 4:00pm
Area World Service Committee (AWSC) + new DR Orientation @ 8am	February, August	3 <sup>rd</sup> Saturday	9:00am to 4:00pm
Area Assemblies + new GR Orientation @ 8am	May, November	3 <sup>rd</sup> Saturday	9:00am to 4:00pm
Sharing of Service (SOS)	January	3 <sup>rd</sup> Saturday	10:00am to 4:00pm
Longtimer's Event	Last year of 3-year panel	Saturday	10:00am to 4:00pm

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