

Job Description for WEBSITE 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. An SCWS Coordinator 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, mileage and expenses for which are reimbursed according to approved budget. 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 not eligible to hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.

1. **ELIGIBILITY / QUALIFICATIONS** – Must have knowledge in maintaining and revising websites and email list serve administration. Must have advanced computer skills and the ability to provide support for presentations at SCWS events in using presentation software and audio/visual projection devices. Active member of Al-Anon in CA(S) with working knowledge of the 12 Steps, Traditions and Concepts, current *Al-Anon/Alateen Service Manual* and Knowledge-Based Decision-Making (KBDM). Previous Group Representative (GR) experience preferred, but not required. Have an understanding of the Area and World Service structure and SCWS Bylaws. Must maintain confidentiality of non-public information.
2. **OFFICIAL DUTIES / RESPONSIBILITIES**
 - Coordinate the SCWS website to help facilitate communication within the various levels of service.
 - Maintain and update the SCWS website to keep it current. Most updates include news, calendar, Bulletin, and Alateen updates and postings for and after Assembly and Area World Service Committee (AWSC) meetings.
 - Website administration includes email forwarding for SCWS officers and coordinators, blog administration, email list subscriptions, and email listserv administration (messages sent by officers to AWSC, DRs, and GRs).
 - Acquire presentations (PowerPoint, PDFs, audio and video, and Internet resources) from officers to use laptop to project at AWSC, Assembly, and other SCWS events.
 - Facilitate electronic voting process at AWSC meetings and Assemblies.
 - Prepare and present written report for each quarterly SCWS meeting and email to Secretary and *Bulletin* Coordinator.
 - Has voice and vote at Board and AWSC Meetings.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED**
 - Professional and/or volunteer experience in website development and maintenance.
 - Knowledge of Wordpress, HTML, CSS and PHP, and listserv messaging are required.
 - Strong computer skills including use of presentation and word processing software, PDF creation and editing, and file conversion.
 - Weekly updates of website.
 - Quick response to Officer requests to send out listserv messages.
 - Is accessible, available, responsive, and flexible.
 - Able to communicate effectively, prepare written reports and meet deadlines.
4. **ADDITIONAL SKILLS NEEDED** – May be asked to take notes which are projected at Assembly, Committee, or other SCWS events. Provide support for other technology-related Board needs such as electronic voting, document creation, etc. Participate in Thought Force committees as requested by Chair. Is accessible, available, responsive, and flexible. Has a strong sense of responsibility, able to prioritize and work independently or as a team member.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to Internet connection to support utilizing an Area provided laptop to process email including attachments, word processing, spreadsheet, presentation and pdf-reading software.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Up to 5 to 10 hours per week to keep website current, send listserv messages

as requested, and prepare for and follow-up to meetings. Attends 8 SCWS meetings per year, 7-8 hours each, with a prepared report: Feb, Aug Committee (3rd Sat) and May, Nov Assembly (3rd Sat) and Jan, Apr, Jul, Oct Board (Sun). Attend the Annual SOS and support events of other Coordinators. See Mandatory Area Meeting Attendance table below.

7. **PREPARATION** –

- Meet with outgoing SCWS Website Coordinator for orientation and training. Assistance will be provided during transition.
- Notebook with detailed procedures will be provided at Turnover Meeting.

8. **TRAVEL** – May attend one service event outside SCWS Area during three-year term. Makes own travel arrangements, within budget guidelines.

MANDATORY AREA MEETING ATTENDANCE

SCWS Board	January, May, July, October	3 rd Sunday	10:00am to 4:00pm
Area World Service Committee (AWSC) + new DR Orientation @ 8am	February, August	3 rd Saturday	9:00am to 4:00pm
Area Assemblies + new GR Orientation @ 8am	May, November	3 rd Saturday	9:00am to 4:00pm
Sharing of Service (SOS)	January	3 rd 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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