Virginia Area Al-Anon and Alateen Family Groups

Position: Public Outreach Coordinator
Term: Three years

General Description
This position is appointed by the Area Chair. The primary responsibility 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. Expenses incurred by the position are covered in the Public Outreach Coordinator's budget (reference VA Area Treasurer's Report for budget).

The following guidelines are important to this position: Institutions G-09, Public Outreach Guidelines (Public and Media) G-10, Public Outreach Guidelines (Professionals) G-29, and Public Outreach Coordinator G-38

Tasks
- Provides Public Outreach presentations and workshops at District and Area meetings (Assemblies, Conventions, etc.)
- Informs Districts of innovative ways to use Public Outreach literature to carry the message of recovery to the general public, professionals and institutions.
- Is responsible for the shipping and scheduling of the Area Display Panel and maintains a record of its usage.
- Provides written reports on Area Public Outreach Projects to the Area Officer and Coordinators meetings, VAWSC and Assemblies.

Time
- Assemblies - two days twice a year
- Prepare for each Assembly 6-8 hours
- Virginia Area World Service Committee (VAWSC) - One day twice a year
- Prepare for each VAWSC 6-8 hours
- Area Officer and Coordinator Meetings - one day twice a year
- Prepare for each Area Officer and Coordinator meeting 2 -3 hours

Position Requirements and Desired/Helpful Skills
- Verbal and written communication skills
- Proficiency in the use of e-mail for communication with the Virginia Area Officers, Coordinators, District Representatives and the WSO.
- Necessary computer skills to create written reports.
- Has a through and updated knowledge of the Al-Anon/Alateen Service Manual.