

## **NEW D.A. SERVICE OPPORTUNITY - TASK MANAGER**

### **Project Contributor for GSB Communications Technology Committee**

The Debtors Anonymous General Service Office in Needham, MA, seeks a volunteer **Task Manager with professional project task management experience** (via Trello or similar task management app) to be responsible for setting up CommTech tasks with a checklist and timeline.

Project Contributors are recovering D.A. members who have experience or expertise in a particular field, and are willing to serve on a specific project for the benefit of the Fellowship. For more information, please visit the official website at [www.debtorsanonymous.org/service](http://www.debtorsanonymous.org/service)

Ideal Candidate will be motivated, punctual, organized, thorough, detail-oriented, and orderly, will work well with others, and be highly service-oriented.

**Approximately 10 hours a month.**

#### **Duties Include:**

- Entering all CommTech tasks into Trello (or similar task management application)
- Create tracking list with milestones and checklist
- Insure CommTech committee members can use this task list to check progress and deadlines going forward.
- The Task Organizer will give a report at the start of every monthly CommTech meeting (along with other reports.)
- Examples of tasks that need to be tracked:
  - Has ComCom approved the announcement?
  - Has GSB reviewed the announcement?
  - Has the announcement been added to the announcement page?
  - Has the submitter been notified that their announcement has been approved?
  - Has the submitter received the Fellowship-wide Call moderator instructions?
  - Has the submitter been asked for a 1-page flyer?
  - Has a 1-page flyer been received or created by CommTech?
  - Has the flyer been added to the announcement page?
  - If applicable, has the announcement for an event been added to the calendar of events?
  - Has an eNews announcement been created, scheduled, and sent?
  - Has the announcement been removed from the announcements page once it's over?
  - If applicable, has the recording of a Fellowship-wide Call been uploaded to the podcast page on the website?
  - Have signed releases been received for each Fellowship-wide Call?
  - Have signed releases been uploaded to the Recordings Archive in DA-GSB Google Drive?

#### **Requirements:**

- Working knowledge and access to Microsoft Office
- Trello (or similar project management software) experience
- Google G-Suite experience
- One year of not having incurred new unsecured debt. Exceptions to this suggested length of solvency will be made on a case-by-case basis.

**To apply, candidates should prepare the following materials:**

- **Signed Letter of Intent** stating interest, that the candidate meets the requirements, and providing contact details including full name, address, telephone number, and email address.
- **Service/Professional Resume** showing prior D.A. service and any professional qualifications or experience that may be helpful to the GSB Committee.
- **Signed Letter of Recommendation** in the form of signed letter from the nominating person, group making the nomination, or another D.A. member who knows the applicant.

**Please submit materials** electronically (Word or PDF) to the GSB Nominations and Procedures Committee at [office@debtorsanonymous.org](mailto:office@debtorsanonymous.org)