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

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)