



D.A. World Service

Volunteer Position Available: Online File Manager Project Contributor (PC)

Service Body: D.A. General Service Board Communications & Technology Committee

www.debtorsanonymous.org/service

INTRODUCTION

The Debtors Anonymous General Service Board (GSB) welcomes D.A. members who seek an exceptional opportunity to "give back" to the D.A. Fellowship while growing their recovery. Serving as a [Project Contributor](#) (PC) means attending occasional video conference meetings and performing Google Workspace tasks to support D.A. at the World Service level.

DESCRIPTION

The GSB Communications and Technology Committee seeks a PC who has experience with Google for Nonprofits (Google Workspace), including online file management and setting user permissions. Pending interest, there is also the possibility of overseeing Google Ads. (Note that D.A. does not affiliate with or endorse outside organizations).

WORK OVERVIEW

The Review Google Drive protocols and filing system and make recommendations, set user permissions, and perform organizational tasks, as needed.

SKILLS REQUIRED

- Possesses a strong work ethic – trustworthy, capable, collaborative, and reliable.
- Demonstrates outstanding communication and relationship management skills, operating with diplomacy, confidentiality, and integrity.
- Thinks ahead and plans accordingly with minimal guidance, and has the capacity to be anticipatory, proactive, and responsive.
- Meets deadlines, shows up to meetings prepared, and follows up with any material requests.
- Maintains a strong alignment with the core principles of the D.A. program, adhering faithfully to the Twelve Traditions and Twelve Concepts.

SPECIFIC SKILLS DESIRED

- Google Workspace expertise

TO APPLY

1. Fill out the online form: Click [HERE](#) to apply to be a **Project Contributor** (renewable 1-year term, 1+ year solvency required)
2. Email your **Letter of Intent**, **Letter of Recommendation** (from a D.A. member), **Service Resume**, and **optional Professional Resume** (highlighting workplace skills) to nominations@debtorsanonymous.org.

Please review the [D.A. Manual of Service \(DAMS\)](#) for further information about Project Contributors (Chapter 7) and the General Service Board Communications & Technology Committee (Chapter 9, Section D).

If you have any additional questions, please email nominations@debtorsanonymous.org.