



D.A. World Service

Volunteer Position Available: Email Campaign Coordinator 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 Constant Contact announcement tasks to support D.A. at the World Service level.

DESCRIPTION

The GSB Communications and Technology Committee seeks a PC to compile and publish eNews announcements via Constant Contact. (Note that D.A. does not affiliate with or endorse outside organizations).

WORK OVERVIEW

Track incoming requests for announcements, seek required approvals, design/publish ConstantContact campaigns, and manage recipient lists.

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

- Copy editing and proofreading a plus
- Constant Contact experience
- Mailing list management

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.