



D.A. World Service

Volunteer Position Available: Executive Assistant Project Contributor (PC)

Service Body: D.A. General Service Board Executive 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 video conference meetings and taking on tasks to support D.A. at the World Service level.

DESCRIPTION

The Executive Committee consists of the officers of the GSB: Chair, Vice-Chair/Secretary, Treasurer, and Assistant Treasurer. The GSB Executive Committee seeks a PC to assist the officers with basic tasks and task management. In alignment with the [2026 D.A. Strategic 5-Year Plan](#), the goal is to balance the workload of the GSB Trustees.

WORK OVERVIEW

Communicate with the GSB Executive Committee and volunteer for actions as needed, such as filing, drafting documents, and supporting task management.

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

- Experience as an executive assistant is a plus.
- Familiarity with Google Workspace

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 (Chapter 9).

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