

Role – Email List Volunteer

Description:

You will be receiving text, links and documents to put into a template and send out to the OAGB email list

Qualifications:

* To have at least three months of current continuous abstinence
* To have been in OA for at least a year
* To be working the OA steps with a sponsor
* To have an understanding of the 12 Traditions

Tasks involved:

* Receive information from the Communications Officer to be sent out to the OAGB meeting list – this usually includes text for the body of the email, some documents to attach and some links to information on our website.
* You may also receive pictures to include, or may be asked to use specific free photo websites to find suitable pictures.
* Log in to our account on the MailChimp website, and enter the information given into an email template. This will include creating links to documents and web pages, uploading documents to the MailChimp server and creating an attractive layout for the email.
* Send a test copy of the email to the Communications Officer for review
* Once confirmed, send the email to the email list

Working with:

Your main contact on the Board will be the Communications Officer, and you will also have contact with other volunteers such as the Events Email Responder who will send you flyers for workshops and retreats.

Approximate time commitment:

Each email takes around 2-3 hours to create. The Board send out 1-2 emails a month, but this role is usually done by more than one person so you won’t need to send all of the emails.

Technical requirements:

This role requires Internet access, and would need to be done on a laptop/PC rather than a tablet/phone