

Role – Newsletter Co Ordinator

Description:

You will be co ordinating a group of volunteers to produce 4 editions of the Step by Step newsletter each year

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:

* Decide on the theme for each newsletter
* Make a request for articles/interviews/poems etc via the OAGB email loop
* Receive articles to the newsletter email account
* Put all stories received into a text document, and send to the Copy Editor(s) to check for spelling and grammar
* When complete, send the file to the Communications Officer so that two Board members can review with regard to the Traditions
* When complete, send the file to the newsletter designer to create the newsletter
* When complete, send newsletter to Communications Officer for final review, and liaise with designer to make any changes
* Send final version of newsletter to Communications Officer to send out to email list and publish on the website

Working with:

Your main contact on the Board will be the Communications Officer, and you’ll also be working with other volunteers including the Copy Editor(s) and Designer

Approximate time commitment:

Each newsletter takes about 12-15 hours of input over 3 months, with only a couple of hours needed in the first month and then more hours leading up to publication.

Technical requirements:

This role requires Internet access, a word processor such as Microsoft Word or a free equivalent, and would be more easily done on a laptop/PC although it may be possible on a tablet