

Role – Events Page Updater

Description:

You will be adding new announcements to the Events page on the OAGB website

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 event flyers by email from the events email responder, usually in Word or PDF format
* Create an image file (JPG or PNG) of the flyer by taking a screen shot or using the Snipping Tool
* Upload the flyer and the image file to the Media Library on the website
* Use an existing template to add the image file and event details to the Events page, and also a link to download the flyer
* Remove flyers once the events have occurred

Working with:

Your main contact on the Board will be the Communications Officer, and you will also work with other volunteers, mainly the Events Email Responder

Approximate time commitment:

We usually receive 2-3 flyers a month, and each takes 30-45 minutes to put on the website.

Technical requirements:

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