

Role – Literature Packer

Description: Storing stock, taking orders and posting out literature to the UK-wide fellowship

Qualifications: 3 Months abstinence, 1 year in OA, to be working the steps with a sponsor, to understand the traditions

Tasks involved:

- Monitoring stock of books and leaflets
- Putting together parcels and taking them to the post office
- Completing a small amount of associated paperwork
- Attending annual Literature Committee meetings
- Where possible attending OA events such as the National Assembly and any large Conventions, to sell literature and promote the service
- Holding a small float of money

Working with: Your main contact will be our part-time Literature Administrator. You may also liaise with the National Service Board (NSB) Literature Liaison Officer and other volunteers on the Literature Committee from time-to-time.

Approximate time commitment: Roughly 2-3 hours a week on a regular basis (except when on holiday/taking time off). Actual hours may fluctuate depending on orders but in general it will be a few hours per week.

Technical requirements:

- Access to email/computer as orders will be sent *to you* via email
- Basic ability to use Excel
- Sufficient space to store books and leaflets safely (such as a spare room or large cupboard)
- Ideally access to a printer for invoicing and receipts

Training and support will be given as appropriate, and any expenses in connection with your service will be paid.

For queries on this and other literature roles please email lit.admin@oagb.org.uk

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