

## Chesapeake Region AIS Outreach Coordinator Position

This service job is an opportunity to coordinate community recovery themed events, encouraging fellowship involvement to do our Step 12 work on sharing experience, strength, and hope for friends and families of alcoholics. The term of service historically has been 3 years. Dual members are eligible for this position. General duties in the past have included, but are not limited to:

- Oversee and engage with community, professionals and recovery organizations to learn about upcoming events. Continue to network with those groups by appointing members to regularly attend
- Mails/delivers information to anyone requesting information about Alanon
- Forms committee to help with
- Schedule regular meetings (usually via Zoom) to discuss what interested members have learned about opportunities in the community in which we might be interested. Plan and prepare to attend those events with member participation
- Oversee the ordering of literature and business cards, along with supplies needed to have event tables ready to share literature, posters, and handouts. Forms committees to help with contacts and mailings.
- Continue to network with groups about upcoming events where members can be of service by providing soakers and /or people to staff events when requested
- Out Reach has a dedicated gmail address [chesapeake.alanon.outreach@gmail.com](mailto:chesapeake.alanon.outreach@gmail.com). Credentials will be provided