

CALGARY AIS - PUBLIC OUTREACH COORDINATOR

Term: 3 years

This position requires a person with

- a) a flexible schedule to allow being easily and readily accessible to respond to requests
- b) access to a secure computer, e-mail and internet
- c) strong communication and cooperation skills

Duties:

- Attend 5 AIS meetings per year (February, April, June, September and November)
- Attend quarterly AIS/DR meetings at the call of the AIS Chairperson
- Maintain current communication list for:
 - District Contacts District Reps for Districts 3, 4, 5 and 6
 - AIS Contacts Calgary AIS Chairperson, Treasurer, Secretary and Alateen Coordinator, Big Sky Call Centre
 - AB/NWT Public Outreach Coordinator
 - Volunteers Al-Anon/Alateen members expressing interest in helping with
 - various public outreach events.
 - Contacts Professionals, schools, institutions and members of the public requesting information about Al-Anon/Alateen.
- Serve as a communication link between AIS, Districts and Groups
- Coordinate with AB/NWT Webmaster to receive email from CalgaryPublicOutreach@al-anon.ab.ca
- Receive and respond to requests for Al-Anon/Alateen information, speakers and participation at special events. Forward requests as appropriate to District Reps for response; coordinate city-wide public outreach activities (e.g. Recovery Day).
- Work with Districts to coordinate Al-Anon participation and collaboration with AHS Addiction Services.
- Serve as contact for schools requesting Alateen presentations. Work with Alateen Coordinator to schedule school presentations on request and to recruit presenters.
- Store the Calgary Al-Anon banner, receive and coordinate requests for the banner, and facilitate its pickup and return when used.
- Prepare report for AIS meetings re: requests, action taken and activities.
- Stay informed of Institutional Meetings (Reminder note: Institution meetings are the responsibility of the District in which they are geographically located)
- Prepare annual budget to be approved by AIS (ie: CAL literature, supplies, etc.)
- Submit expenses to the Treasurer for reimbursement.
- The time commitments (TBD) are in addition to attending the monthly meetings (1-1.5 hours). On occasion, all positions may require an additional time commitment for projects on an ad hoc basis.