OUTREACH COORDINATOR

Reports to: Director of Operations

SCOPE: Responsible for supporting relationships between members, subscribers, product purchasers, and AAWS as well as orchestrating communications across a variety of platforms including print, digital (web, audio, SMS), YouTube and Facebook. The Outreach Coordinator will work with different departments within the organization to support and increase awareness of the international journals of Alcoholics Anonymous: Grapevine and La Viña.

Principal Duties and Responsibilities:
Develop a broad knowledge of AAGV, Inc.’s offerings and processes to become a resource for Grapevine, La Viña reps, AA events and the Fellowship as a whole.

- Assist the Publisher and Director of Operations with the development, creation and coordination of outreach programs and materials to enhance community interaction and engagement.
- Manage and track efforts of all outreach programs.
- Work with all other departments to coordinate the outreach program’s communications.
- Prepare regular reports to the Board on progress of all active projects.
- Prepare and give presentations and workshops at both Grapevine and La Viña events which is 10%-15% expected travel, nationwide, some overnight and/or weekends.
- Work with Director of Operations in developing design and direction of GV display boards for Forums and GSC.
- Brainstorm ideas for GV promotional materials with DO; assist DO with all PowerPoint presentations.
- Primary contact for GV staff with AAWS on Outreach related issues.
- Fulfill requests from AAWS staff regarding GV materials, communications, etc.
- Assist with development of monthly GV and LV News and new product releases.
- Maintain relationships with Outside sales vendors.
- Coordinate new product mailings to area chairs, delegates, board members.
- Brainstorm ideas to invigorate GVR/RLV network.
- Assist in creating and distributing materials for GVRs/RLVs.
- Ongoing communications with Area Chairs regarding events in their respective areas, for updates and answering questions about GV/LV at large.
- Collect display and event photos for GVR website; update GV on the Road section of GVR website with Web Coordinator.
- Assist in the processing of all GVR/RLV registrations and comp material requests via email and snail mail.
• Collaborate on special projects such as annual outreach effort.
• Assist in the design of outreach materials as well as coordinate materials shipped.

QUALIFICATIONS:
• Undergraduate degree in Communications, Marketing or equivalent.
• Three years of experience in Communications, Marketing, Public Relations.
• Working knowledge of Microsoft Office, Adobe Acrobat/Photoshop, InDesign.
• Excellent verbal and written communications skills.
• Working knowledge of the Steps and Traditions of Alcoholics Anonymous.
• Proficiency in Spanish is a plus.

COMPENSATION AND BENEFITS:
• Salary commensurate with experience.
• Retirement, medical, dental, vacation, personal and sick days.

TO APPLY

We will accept cover letters and résumés until August 30, 2019. Please forward to:

Director of Operations
AA Grapevine, Inc.
475 Riverside Drive
New York, New York 10115
Fax: 212-870-3301
resumes@aagrapevine.org