

Minnesota Debtors Anonymous Intergroup

Service Job Description

Service Position: Newsletter Coordinator

Length of Service: 12 months

Qualifications: 6 months of not incurring unsecured debt

6 months regular attendance at home group meetings

Editing experience or skill, preferred, not required

Duties:

1. Sufficient attendance at Intergroup meetings and/or communication with Intergroup Chair or Members to relate Intergroup plans, events and initiatives in the newsletter
2. Recruit volunteers for writing, design and editing
3. Coordinate volunteers, set deadlines
4. Publish quarterly Intergroup Newsletter (January, April, July & October)
 - edit submissions
 - assemble newsletter and upload to GoDaddy website builder/email marketing platform (and/or collaborate w/Website Coordinator for upload)
 - send newsletter out to subscribers (and/or collaborate with Website Coordinator to send out)
5. Check GoDaddy website monthly for new subscriptions

Estimated time commitment per month: 1 – 1.5 hours month

Notes:

1. Email marketing platform used to publish and distribute newsletter on Website host GoDaddy
2. Login information will be provided by Intergroup for GoDaddy/Email Marketing Tool