

CoDA UK National Service Committee
Communication Secretary Role Description

Person Specification

Essential

- Has worked the CoDA program or at least completed their Step 9
- Has a CoDA sponsor
- Has an active internet connection
- Is computer literate
- Confident using Microsoft Outlook 365 and Gmail
- Be proactive and well organised

Desirable

- Has been attending CoDA Face to Face meetings for 1 year
- Has undertaken service roles in home group for a minimum of 6 months
- Offered service to intergroup.
- Familiar with information on the CoDA UK website to point newcomers in the right direction.

Duties:

- Check CoDA UK inboxes as frequently as possible, ideally that would be daily.
- Answer incoming emails ensuring CoDA traditions and principles are adhered too.
- Create communications to email GSRs and wider fellowship informing them of events and news as required.
- Liaise with other committee members when sending out adhoc communications for them.
- Add new contacts to the contacts list.
- Remove contacts from contacts list as requested.

Note:

- This role typically requires service daily which is to answer emails, in the space of 4 months you will be replying to an average of 170 emails.
- You may also be required to liaise with other service officers in regards to communications i.e. Webmaster, Meetings etc
- This role would suit a person who is proactive, well organised and computer literate.