



SONOMA COUNTY FELLOWSHIP OF NARCOTICS ANONYMOUS

(707) 324-4062

Open Service Positions

<http://openservice.sonomacountyna.org>



INFORMATION	Description of duties for this position
Position: Assistant Web Servant G/S/A: Subcommittee Entity Name: Public Relations Date Position Open: ongoing Term of Commitment: 1 year Clean Time Req.: 1 year	Assist with the maintenance of the SCFNA website. Update online schedule, post to What's New, add content as directed.
Position: Assistant Schedule Coordinator G/S/A: Subcommittee Entity Name: Public Relations Date Position Open: ongoing Term of Commitment: 1 year Clean Time Req.: 6 months	Assist Schedule Coordinator with producing and distributing Meeting Directory; prepare to assume Schedule Coordinator position the next year
Position: Meeting Secretary G/S/A: Group Entity Name: 11th step meeting Date Position Open: 11/27/17 Term of Commitment: 6 months Clean Time Req.: 1 year	Get speakers, set up chairs

<p>Position: Schools Project Coordinator G/S/A: Subcommittee Entity Name: Public Relations Date Position Open: 01/03/18 Term of Commitment: 1 year Clean Time Req.: 2 years</p>	<p>This is one of the most rewarding service opportunities in NA: bring the message of recovery to high school students in Sonoma County.</p> <p>Duties:</p> <p>Be Vigilant. Ensure that a clear message of recovery in NA is always shared with the public.</p> <p>Maintain active and ongoing communications with Sonoma County schools to ensure the schools are aware that SCFASC PR Team offers specialized presentations to their students, parents, and staff.</p> <p>In a timely manner and in consultation with the PR Team, coordinate requests for PR presentations to the public.</p> <p>Enroll and train NA members to do school presentations.</p> <p>Maintain and oversee the pool of trained school project volunteers by coaching presenters to avoid profanity, NA jargon, and personal stories.</p> <p>Communicate with other Schools Project Coordinators in the Region to share experience.</p> <p>Notify the PR team when School Project presentations are requested.</p> <p>Establish and/or update and maintain project/position guidelines. These guidelines will be presented to this PR Team for approval when first drafted and every time a revision is required. These guidelines are intended to define and outline the tasks and parameters of the project, to be a working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.</p> <p>Train an assistant to take over the commitment when the term is completed.</p> <p>Maintain contact with the drug awareness liaison at each school in Sonoma County.</p> <p>Send out e-mails to the drug awareness contacts between March and May each year to arrange presentations dates in the next school year so that these will be part of the upcoming curriculum.</p> <p>Be present at the regular team meetings.</p> <p>Attract and enroll new team members.</p>
<p>Position: Group Service Representative G/S/A: Group Entity Name: Saturday Night Hope, Saturday 7pm, Santa Rosa. Date Position Open: 10/20/18 Term of Commitment: 1 year Clean Time Req.: 2 years</p>	<p>Attend Area Service, handle money for literature orders, attend meeting weekly and present ASC report</p>
