

Revised Announcement for ACA MPS Special Worker

The ACA WSO is seeking to fill the part time paid position of Special Worker for the Member and Public Service (MPS) Committee. The position has been changed from an in office position in Signal Hill, CA to an in office/ remote position, meaning the worker may, but will not be required to work from the Signal Hill office.

The MPS Special Worker will be a Part-Time position of approximately 30 hours per week (M-F). The MPS Special Worker's primary responsibilities are to address communications to and from WSO by the members and groups of ACA, facilitate the implementation of MPS programs such as H&I and Public Information, collaborate on the monthly Traveler newsletter, and regularly update the meeting list database.

The position requires an above average working knowledge with various computer programs including Microsoft Office products including the Access database program. Some graphics design experience is a definite plus.

The Special Worker will be responsible for formatting and posting information online to the adultchildren.org website's Repository, will use Mail Chimp email contact management software to send out the Traveler newsletter and other emails of interest to the membership. The successful candidate must be a member of the ACA fellowship who is actively working a program of recovery in letter and spirit for a suggested minimum of two years. They should be knowledgeable of the 12 Traditions.

Qualified individuals may send a cover letter, work resume and 12 Step resume (available by clicking on the link on the Adultchildren.org website home page) to information@acawso.com with "MPS Special Worker" in the subject line.

The deadline to apply for this position is December 15, 2017.