

******ACA WSO Position Announcement******

Member and Public Service (MPS) Committee Special Worker

Part-Time approximately 30 hours per week (M-F)

The MPS Special Worker is a part-time employee who reports to the WSO General Manager on a daily basis and reports on a dotted line basis to the MPS Chair and Vice Chair. The position is located at the ACA WSO office in Signal Hill, California.

The MPS Special Worker's primary responsibility is to address communications to and from WSO by the members and groups of ACA. This person also receives and responds to requests made to WSO by the public, whether it's the public in general or specialized areas such as a therapy professionals, hospitals, correctional facilities, other institutions, etc.

The position requires an above average working knowledge of Microsoft Office products. Database experience is a definite plus.

The Special Worker will also be responsible for posting documents online to this website's Repository, will use Mail Chimp email contact management software and assist with sending 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.

Qualified individuals may send a cover letter, work resume and 12 Step resume to information@acawso.com with "MPS Special Worker" in the subject line.