

Call to Service: Northwest Piedmont Intergroup Webservant

To apply please fill out the second page of this form, save it on your computer and e-mail it to websearchcommittee@NWPI.net

The NWP Intergroup is seeking applicants for the positions of Webservant and Alternate Webservant for the website NWPI.net. The expected term for each position is two years, with the Alternate assuming the Webservant position after two years.

Position Description:

- Review Intergroup website content to ensure conformity to the Website guidelines published by the General Service Office and to the Intergroup Bylaws,
- Advise the Intergroup Officers, Coordinators, and Board of Trustees on the overall design, direction, priorities, and content of the website,
- Manage and perform the design, build, day-to-day maintenance, and updates to the website, including meeting schedule updates to both the online and printable schedules,
- Manage the security and backup of the website to ensure maximum uptime,
- Review and evaluate the performance of the web hosting provider and domain registrar to provide feedback and suggested changes to the Intergroup Officers and Board of Trustees,
- Attend all regular monthly and special meetings of the Intergroup and give a report on current website status and activities,
- Work with other Coordinators and the general AA community to improve the efficacy of the website in carrying the message to those who suffer,
- Answer e-mail inquiries or forward 12th step requests as appropriate, and
- Lead the effort to find qualified Alternate Webservant at rotation time.

The Webservant must have sufficient technical qualifications to manage the current Intergroup website. Skills should include knowledge of Internet Markup languages, such as HTML and CSS as well as experience with Wordpress and Wordpress plugins. Experience or knowledge of the 12 Step Meeting List and Elementor/Elementor Pro plugins is a bonus, as is knowledge of PHP, MySQL, and SEO.

Candidates for the positions of Webservant and Alternate Webservant will be selected by the Northwest Piedmont Technology Committee following review of all applications submitted by the deadline.

Link to the application (this) form: <https://wp.nwpi.net/nwpi-webservant-search>

Resume for Webservant and Alternate Webservant

Name:

Address:

Telephone:

Sobriety Date:

E-Mail:

A.A. Background: *(Include all service experience. Use additional space needed)*

Current A.A. Activities: *(Use additional space as needed)*

Technical Qualifications Relevant to this Position: *(Use additional space as needed)*

Occupational Background (Optional):

Name as Signature:

Date Signed: