



ALTERNATE PUBLICITY COORDINATOR

Requirements: 3 months of abstinence; working knowledge of the 12 Steps and 12 Traditions of OA; has ability to learn and manage online postcard design and ordering process ([Vistaprint](#)), as well as a working understanding of online event promotion (such as [Eventbrite](#)); mirrors efforts of the Publicity Coordinator to familiarize themselves with the role and requirements.

Term: 2 year commitment.

- Assists the Publicity Coordinator with postcard production (or online promotion) and distribution of any other retreat marketing material.
- Assists the Publicity Coordinator in providing Committee members with extra postcards as needed.
- Helps Publicity Coordinator coordinate with Chair to gather pertinent facts for new postcard or online promotion for following year's retreat.
- Assists Publicity Coordinator to work with OASV webmaster to ensure that the retreat is promoted on the OASV website and that promotion is extended out to the OASV Social Media accounts and to Eventbrite registration.
- Learns from Publicity Coordinator how to develop, design, and present proposed new postcard and online promotion design to Committee for approval.
- Learns how to work with previous year's email list to send out save-the-date, open registration, final email alerts as part of the retreat promotion.
- Assists Publicity Coordinator with making new postcards in time for upcoming retreat.
- Assists Publicity Coordinator with publicizing the retreat via Lifeline, OASV Intergroup, R2, and World Service websites, using social media posts via OASV.org and anything additional that helps reach other OA members who may have interest in attending.