



## **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](#)); provides training and mentors the efforts of the Alternate Publicity Coordinator to familiarize them with the role and requirements.

**Term:** 2 year commitment.

- Responsible for postcard production and distribution of any other retreat marketing material.
- Provides Committee members with extra postcards as needed.
- Coordinates with Chair to gather pertinent facts for new postcard or online promotion for following year's retreat.
- Works 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.
- Develops, designs, and presents 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.
- Makes new postcards in time for upcoming retreat.
- Publicizes 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.