

# Who wants to be the new sdccoda.org webmaster?

## Qualifications

- a working knowledge of basic HTML
- ability to attend at least four of the next six San Diego CoDA community meetings (held at the Mira Mesa Presbyterian Church at 10am on the third Saturday of each month)
- at least one year of being active in the CoDA program
- a working familiarity with and a commitment to practicing the Twelve Steps and Twelve Traditions

## Duties *(should take about 1-2 hours per month plus 2 hours to attend the community meeting)*

- Update the sdccoda.org website each month with the following:
  - Meeting Schedule
  - CoDA Voice (monthly newsletter)
  - minutes from the last community meeting
  - special event information (for example: SoCal CoDA conference, social events)
  - occasional updates to bylaws or CoDA readings
  - occasional updates to email forwarders for community officers
- Update the community Google calendar with all community event information
- Send a monthly email to the community using Mailchimp with links to the CoDA Voice and any other important CoDA updates
- Attend the community meeting every third Saturday of the month

## Recovery Benefits

- an opportunity to practice updating and maintaining a website that gets a lot of traffic every month
- an opportunity to practice using mailing list software to create brief and informative e-blasts each month
- **a GOLDEN opportunity to practice setting boundaries and limits with others in recovery**

If you are interested, please attend the next CoDA community meeting or send an email to [alt-rep@sdccoda.org](mailto:alt-rep@sdccoda.org). Thank you for your consideration!