

## POSITION DESCRIPTION

**Title:** International Specialist  
**Reports To:** International Services Manager

**AI-Anon Membership:** 5+ Years

**Job Brief:** Communicates and supports members outside the WSC Structure in a manner that consistently conveys the warmth, understanding, and love that characterizes the AI-Anon program and fosters unity among structures. Oversees the World Service Office (WSO) efforts to facilitate expanded availability of Conference Approved Literature as translated and reprinted by our international structure partners.

### **Specific Duties & Responsibilities:**

- Assists and supports trusted servants for new, existing, and evolving international structures in providing services and resolving concerns through application of the Twelve Traditions and Concepts and AI-Anon Policy by sharing the accumulated experience of the WSO.
- Supports international structures in understanding the need for permission to translate or reprint Conference Approved Literature (CAL).
- Guides international structures undertaking first-time requests for permission to translate or reprint, coordinating approval from the International Coordination Committee (ICC) and ensuring secure distribution of original copyrighted materials.
- Oversees the processes to gain authorization and archive requests for translation/reprint licenses.
- Coordinates with Paralegal on international structure needs for independent review and trademark registrations
- Coordinates the International Communications Calendar process including drafting content for publication, moderating specific AFG Connects communities, and communicating updates to international structures as needed.
- Participates in Regular Structure Meetings and provides answers to international structures inquiries as requested.
- Serves as a member of the International AI-Anon General Services Meeting (IAGSM) planning team and fulfills assigned responsibilities and participates in International Coordination Committee meetings when invited
- Validates global AIS, AIS/LDC, and LDC new registrations and changes.
- Answers meeting line phone inquiries from AI-Anon/A.A./potential members, professionals, and others regarding basic AI-Anon and Alateen group information
- Supplies other teams with accurate contact information for service arms outside the WSC Structure
- Participates in internal discussions of policy application and implementation as part of SPIRiT with voice, but no vote.
- Writes articles for WSO publications.
- Communicates consistently about international community concerns with the International Services Manager in a timely manner
- Provides feedback to international structures on service tools, PowerPoint presentations, website content updates, etc. to ensure clear and consistent messaging

- Answers English meeting line when required due to vacation and other shortage
- Other duties as assigned

**Requirements:**

- Familiar with Al-Anon's Twelve Steps, Traditions, Concepts of Service and *Digest of Al-Anon and Alateen Policies* and how to apply them to member questions and concerns
- Demonstrated ability to write and speak effectively in English in business and legal environments
- Ability to collaborate and cooperate in a team-based organizational structure
- Ability to prioritize and complete work on multiple tasks or projects independently and meet deadlines
- Attention to detail, good organizational and problem-solving skills
- Confidence using technology to plan, communicate, collaborate, and organize
- Proficient in Microsoft 365 products (Word, Excel, PowerPoint & Outlook), including online collaboration tools such as Teams

**Education & Experience:**

- Associate degree in communications, social sciences, or related fields
- Three years' experience in a professional capacity; or equivalent combination of education and experience
- Five or more years continuous, active Al-Anon membership required, with service experience beyond the group level
- Cannot be or have ever been a member of Alcoholics Anonymous
- Must qualify to be certified as an Al-Anon Member Involved in Alateen Service (AMIAS) in accordance with the WSO AMIAS Certification Program

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to express or exchange ideas by means of the spoken word. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Work Location:**

This job is located at the Al-Anon Family Group Headquarters' World Service Office in Virginia Beach, VA. Remote location will not be considered for this position.

**Travel:**

This position requires up to 1-2 weeks of travel per year, frequently occurring over weekends.

**Point of Contact to Apply:**

Email resume with cover letter to [HumanRes@al-anon.org](mailto:HumanRes@al-anon.org).