

Intergroup Hotline Coordinator Job Description

Qualifications:

- Public service attitude.
- Ability to work with an external vendor (Hotline provider).

Term:

- Serves at will

Responsibilities:

- Responsible for knowing the current Hotline business contact information.
- Act as business liaison between WNY IG and current Hotline provider.
- Responsible (along with Treasurer) for notifying Hotline provider with changes to meeting list. Notification will be via US Mail.
- This person is not responsible for paying the monthly hotline bill.
- Responsible for notifying Hotline provider (business contact) of primary, secondary, and tertiary local OA contacts to which the Hotline provider can forward general questions about OA. Hotline will still contact individual meeting contacts listed on the most recent meeting list for questions about specific meetings.
- Responsible for contacting Hotline business contact to get periodic statistics on average calls per month.