

NA WORLD SERVICES

Job Posting

Writer/Editor

Job Title: Writer-Editor

FLSA Status: Exempt

Team: Admin

Date: 4 May 2015

Location: Chatsworth, CA

Job Scope and Dimensions

Job Summary:

Under Communication Director's direction, produces drafts of reports, workshop and service tools, graphics, videos, and other materials as needed. Supports events, including but not limited to the NA World Service Conference and World Convention. As required, works weekends and travels in support of assignments. The World Services' work environment is highly collaborative and team-based, and the ideal candidate will be organized, adaptable, and a good communicator.

Also receives direction from:

Executive management
Other management staff

Provides Direction to:

Other staff as needed

Examples of Essential Duties and Responsibilities:

- Compiles Fellowship input; creates, and edits, articles, reports, and other material for World Service publications; drafts videos, PowerPoints, and other graphical material.
- Participates as member of the Administrative team.
- Other duties as assigned by management (such as attending and/or staffing conference meetings).
- Additional or different functions may be assigned to the employee periodically.

Contacts and Relationships:

This position requires interaction with the NA Fellowship at large, regional delegates, and world level trusted servants, including World Board members and workgroup members. The writer/editor is a sort of communications conduit. One of the key functions of the job is to synthesize input from the Fellowship for the Board or its workgroups and in turn, to report and communicate on behalf of World Services through email, telephone, meetings, and NA-related events. Most work happens collaboratively working with management, other staff, and workgroup members.

Accountability:

Meets WSO standards for publications, board/conference support, correspondence and telephone courtesy. Is responsible for maintaining accurate record keeping. Meets timelines and deadlines for mailings, publications and production. Maintains professional, helpful attitude towards trusted servants,

the fellowship at large and WSO staff. Represents World Services through interaction with the fellowship and trusted servants.

Qualifications Guidelines

Experience/Training/Education:

Two to five years' experience or coursework in publishing or media-related field such as freelance writing/published articles or editorial work, video editing or production, graphic design, manuscript drafting, proofreading. Project management or other relevant experience may be substituted on a year-for-year basis provided the candidate has the necessary English writing and editing skills. Requires strong computer skills in Microsoft Office products; Adobe Creative Suite experience a plus. Must communicate, write, and edit well; someone with graphic design or video experience preferred. Strong typing skills preferred. Requires experience working with NA service and knowledge of NA world service structure; direct experience as a regional or world service trusted servant is a plus.

Knowledge Of:

Necessary:

- Windows based computer applications, including Microsoft Office
- Proofreading, editing
- Management or supervisory principles and techniques
- Project management principles and practices
- Narcotics Anonymous service structure; preferably world service level

Preferred:

- Publication design and layout
- Video/multimedia production
- Graphic design

Skills/Abilities:

- Ability to work collaboratively in a team environment and not take ownership of the outcome;
- Ability to plan, schedule, organize, and coordinate projects including the production of publications and, initial drafts;
- Ability to establish priorities and work within a complex volunteer system;
- Ability to coordinate and effectively communicate with other staff and trusted servants.
- Ability to work under pressure and effectively perform multiple tasks simultaneously.
- A sense of humor is a plus

Physical Requirements/Working Conditions:

This is a job classification that primarily performs sedentary office work. The position is expected to perform routine physical activity as needed for filing, occasional storage duties; and overseeing typographical work which has indirect exposure to health and safety hazards associated with such equipment. The position is expected to enter, access, and retrieve all data necessary for publications, reports, and correspondence by using a computer terminal.

KEY

0%	N = NEVER
1% - 33%	O = OCCASIONALLY
34% - 66%	F = FREQUENTLY
67% +	C = CONSTANT

Physical Activity

N O F C

- | | |
|--|-----------------|
| 1. Standing | [] [x] [] [] |
| 2. Walking | [] [x] [] [] |
| 3. Sitting | [] [] [x] [] |
| 4. Lifting: Heavy - Max. 100 lbs. | [x] [] [] [] |
| 5. Lifting: Light/Heavy-Max. 75 lbs. | [x] [] [] [] |
| 6. Lifting: Medium - Max. 50 lbs. | [x] [] [] [] |
| 7. Lifting: Light - Max. 20 lbs. | [] [x] [] [] |
| 8. Carrying Est. Wt. _____ | [x] [] [] [] |
| 9. Pushing Est. Wt. _____ | [x] [] [] [] |
| 10. Pulling Est. Wt. _____ | [x] [] [] [] |
| 11. Climbing stairs | [] [x] [] [] |
| 12. Climbing ladders | [x] [] [] [] |
| 13. Balancing | [x] [] [] [] |
| 14. Stooping | [x] [] [] [] |
| 15. Kneeling | [x] [] [] [] |
| 16. Repeated bending | [x] [] [] [] |
| 17. Crawling | [x] [] [] [] |
| 18. Reaching overhead | [x] [] [] [] |
| 19. Finger movement-repetitive | [] [] [x] [] |
| 20. Grasping | [x] [] [] [] |
| 21. Repetitive twisting or pressure
involving wrists or hands | [x] [] [] [] |
| 22. Both hands required | [] [] [] [x] |
| 23. Both legs required | [] [] [x] [] |
| 24. Ability for rapid mental/
muscular coordination | [] [] [x] [] |
| 25. Oral communication, speak
clearly | [] [] [x] [] |
| 26. Hearing | [] [] [x] [] |
| 27. Specific visual requirements | [] [x] [] [] |
| 28. Depth perception | [] [x] [] [] |
| 29. Color vision: | |
| Distinguish basic shades | [] [x] [] [] |
| Distinguish basic colors | [] [x] [] [] |
| 30. Operate motor vehicle | [x] [] [] [] |

Environment

N O F C

- | | |
|--------------------------------------|-----------------|
| 1. Outside | [x] [] [] [] |
| 2. Outside and inside | [x] [] [] [] |
| 3. Heat over 100 degrees F | [x] [] [] [] |
| 4. Heat over 95 degrees F | [x] [] [] [] |
| 5. Cold below 55 F | [x] [] [] [] |
| 6. Heights > 10 feet | [x] [] [] [] |
| 7. Noise above 95 dbA (loud) | [x] [] [] [] |
| 8. Noise above 85 dbA (moderate) | [x] [] [] [] |
| 9. Organic solvents | [x] [] [] [] |
| 10. Dusty conditions | [x] [] [] [] |
| 11. Strong acids/caustic | [x] [] [] [] |
| 12. Chemicals: Type _____ | [x] [] [] [] |
| 13. Grease/Oils: Type _____ | [x] [] [] [] |
| 14. Working with machinery | [x] [] [] [] |
| 15. Working with moving vehicles | [x] [] [] [] |
| 16. Working with ladders/scaffolding | [x] [] [] [] |
| 17. Working alone (out of sight) | [] [x] [] [] |
| 18. Work more than 40 hours weekly | [] [] [x] [] |
| 19. Work more than 8 hours daily | [] [] [x] [] |

PROTECTIVE EQUIPMENT

REQUIRED

N O F C

- | | | |
|-----------------------|----------------|-----------------|
| 1. Respirator | Type _____ | [x] [] [] [] |
| 2. Eye protection | Type _____ | [x] [] [] [] |
| 3. Hearing protection | Type _____ [x] | [] [] [] [] |
| 4. Gloves | Type _____ | [x] [] [] [] |
| 5. Boots | Type _____ | [x] [] [] [] |
| 6. Body protection | Type _____ | [x] [] [] [] |
| 7. Other _____ | | [x] [] [] [] |

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____