

OPPORTUNITIES FOR SERVICE

**AT THE NORTHERN VIRGINIA INFORMATION SERVICE CENTER
100 N. WASHINGTON STREET, SUITE 212
FALLS CHURCH
703-534-4357
info@alanonva.com**



- 1. DAY VOLUNTEER (in Service Center office): TAKE CALLS & HANDLE “WALK-IN” LITERATURE SALES, (MON. - FRI. & 2nd SAT. of the month, 12:30 -- 4 PM)**
- 2. NIGHT VOLUNTEER (from home): Take calls after-hours at home (4:00 pm – 6:00 AM)**
- 3. DAYTIME VOLUNTEER (in Service Center Office): Fill “Mail-In” Literature Orders and mail out at Post Office.**
- 4. LITERATURE MANAGEMENT: Duties include: (1) Ordering of Conference Approved Literature (CAL) from the World Service Office (WSO) and (2) handling sales and inventory management of CAL including “mail in” orders, “walk-in” orders, on-site local district events (as well as Virginia Area Office sponsored events) as required.**
- 5. GROUP RECORDS COMMITTEE MEMBERS: Support needed to improve current process used to maintain group records that are the basis of our public outreach program , membership records, Where & When Directory, etc. in the Northern Virginia Area community (10 District area)**
- 6. TECHNOLOGY/TELECOMMUNICATIONS COMMITTEE: We need expertise in small database design/maintenance, website design/maintenance and telecommunications to support the Northern Virginia Service Center. This is a critical need at this time and requires highly specialized skill sets.**

---- WE WILL SHOW YOU THE ROPES ----

**THANK YOU FOR CONSIDERING EVEN ONE DAY A MONTH
FOR ONE OF THESE SERVICE OPPORTUNITIES**

**Ann H. (Falls Church/Mc Lean District) Office Manager
(703) 560-6084
or
Hank I. (Falls Church/Mc Lean District) (Email Responder)
info@alanonva.com
(703) 532-1663**

**Lee B. (Arlington District) Day Volunteer Coordinator
(703) 522-9153**

**Kelly B. (Fairfax District) Night Volunteer Coordinator
(703) 280-2748**

**Debbie T. , Group Records Coordinator
grouprecords@alanonva.com
(703) 924-5828**

**Phebe B. (Alexandria District)
WSO Literature Procurement & Inventory Coordinator
(703) 549-6406**

**George T. (Falls Church District) Webmaster
web@alanonva.com
(703) 819-6115**

---TRUSTING IN A HIGHER POWER ---

