



PINELLAS COUNTY INTERGROUP, INC.

12300 Seminole Blvd., Suite 2

Largo, FL 33778

Office – (727) 333-7118

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REQUIREMENTS AND DUTIES FOR WEB CHAIR

Requirements:

- 2 years sobriety.
- 1 year Intergroup experience.
- A working, up-to-date computer.
- Thorough understanding of: the internet, internet browsers, and the different devices that can access the Intergroup website.
- An understand of the different file types used in the maintenance of the website. Examples include PDFs, Microsoft Office files (Word, Excel, PowerPoint), and various image filetypes.
- Basic understanding of Word Press or the willingness to learn something new!

Duties:

- Maintaining and enhancing the website.
- Become and remain familiar with the layout of the website.
- Keep the website current.
- Add and update any Events submitted.
- Be able to access and use the email account belonging to the web chair – this is where all event submissions, meeting changes, etc. will be sent to.
- Develop ideas and programs to increase use of, and awareness of the website and intergroup online tools.
- Prepare and present a monthly report to Steering Committee and Intergroup.
- Attend the monthly Steering Committee and Intergroup Meetings.