

## **Service position vacancy: ACA Webtech**

**Primary Role:** The role is to help promote ACA on the world-wide-web by developing, updating and providing maintenance to the ACA website (<https://www.adultchildrenofalcoholics.co.uk>). The website helps fellow ACAs by providing information that can help recovery. The website is a valuable resource to groups who can list their meetings there for no cost and to spread the message to adult children and those who are interested in the message of ACA.

**Primary Skills:** Familiarity with operating computers is sufficient as the ACA website runs Wordpress, a system designed to be user friendly. The meetings section uses a 12-step meeting format ensuring that updating and adding meetings is straightforward.

**Time required:** Based on experience from the last two years, somewhere around 2-4 hours per week is enough to give this role the attention it requires. Sometimes less and sometimes more. It can reasonably be assumed that the commitment the role requires will naturally decrease as the situation around the covid-19 pandemic eases and meeting updates become less frequent.

**Other roles and duties involved:**

The main role is to keep the meetings section of the website updated. There may be occasions where events are published, which is also a simple process.

**Administration:** Ensure domain name registrations don't lapse and ensure billing information is up to date to facilitate that. That can be done with the help of serving finance officers.

Ensure the secure SSL certificate is updated when required.

Occasionally create new email accounts and provide details to fellows to set these up.

All are straightforward processes that are well documented on the hosting account help system, with additional help available from the hosting company by chat or phone if desired.