

ABA Literature Committee

We need your help! Admin person needed

The ABA Literature Committee meets once a month for about 1 hour. Currently we have members from Europe and Australia, and the meeting time is mornings UK time.

We need the help of someone with basic administration skills.

Ideally this person would have 2 years sobriety. Although based on the skills of the person we would consider less sobriety.

Some of the skill needed would be:

- Basic knowledge of Word and Excel
- Basic knowledge of "Google Drive"
- English speaking as a main language would be good (although not a must)
- Proof reading, reviewing and editing documents

Some of the tasks the person could be helping with:

- Formatting word documents (we are currently working on a new "Meditation" book. Each entry needs to be formatted in the same way).
- Reviewing/editing of documents
- Saving documents on the ABA Literature Google Drive
- Updating Excel table (very basic) keeping track of various documents' information
- Possibly helping with taking minutes

If you have any of the skills above, don't hesitate to contact Lou!
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