

## POSITION DESCRIPTION

**Title:** Associate Director—International

**Reports To:** Director of Programs

**Supervises:** International team

**AI-Anon Membership:** 6-8 years

**Job Brief:** Leads the World Service Office (WSO) efforts to develop and implement plans and programs to serve AI-Anon Family Groups in countries without a service structure as well as to meet the needs of evolving service structures and General Services Offices (GSOs). Manages the International Team, ensuring the principles of the Twelve Concepts of Service are applied to create an atmosphere of trust and to offer principle-based support to members across the worldwide fellowship.

### **Leadership/Management Responsibilities:**

- Leads the International Team, guiding Staff in supporting AI-Anon structures and groups across the globe through thoughtful communications which consider language restrictions
- Develops and implements plans to serve the evolving service structures, GSOs and countries without a service structure
- Provides leadership and Staff support to the International Coordination Committee (ICC) in coordinating the biannual International AI-Anon General Services Meeting (IAGSM) and providing guidance to AI-Anon Family Groups worldwide
- Envisions, recommends, implements, and oversees new service concepts and programs to support the broader work of international fellowship, its ongoing initiatives, needs, and goals
- Encourages teamwork, fostering team ideas and opportunities to clearly communicate mission, vision, and goals AFG, Inc.
- Contributes to the annual budget process for the International Team, thoughtfully considering the training needs and opportunities for Team Staff
- Works closely with the Director of Programs and Staff Management Team (SMT) to encourage and empower Staff to effectively serve our members and execute the Strategic Plan Strategies as committed to the Board of Trustees
- Delivers on Strategic Initiatives to expand AI-Anon global availability as a member of the Strategic Leadership Team (SLT). Serves as a voting member of the Policy Committee and World Service Conference (WSC)

### **Specific Duties & Responsibilities:**

- Builds and maintains strong relationships with all international structures, hosting a regular cadence of web conference meetings to offer consistent encouragement and support along with more informal phone, email, and other electronic communications
- Oversees all program-related aspects of the IAGSM, including the agenda, and coordinates Staff participation and agendas for ICC meetings
- Facilitates development of the written summary of each IAGSM

- Collaborates with WSO Staff to plan logistics and prepare a productive, engaging IAGSM utilizing the WSO project management software (Asana) to facilitate communication and collaboration
- Communicates with IAGSM Delegates regularly during their term, developing and maintaining a communication plan that includes both one-on-one contact by email and/or phone and routine contact through AFG Connects
- Crafts, facilitates, and collaborates with ICC on annual ICC presentation to the WSC
- Coaches GSOs and evolving structures regarding the need for permission to translate or reprint Conference Approved Literature
- Guides international structures undertaking first-time requests for permission to translate or reprint, coordinating approval from the ICC and ensuring secure distribution of original copyrighted materials
- Oversees the process to authorize and archive requests for translation/reprint licenses
- Monitors and evaluates existing International Team processes and services and makes recommendations for new ways to improve their implementation
- Reviews, refines, and creates service tools to educate the membership on our international fellowship and service structures
- Represents the WSO at WSC Structure and international business and fellowship events
- Contributes content, including writing articles, preparing presentations, curating website page content, drafting the annual report, and creating training videos, for internal and external audiences
- Participates as a voting member of the Staff Policy Implementation Round Table (SPIRiT)—evaluating and systematizing application of AI-Anon’s Policy—and other work teams as assigned
- Creates and facilitates task forces, as necessary
- Provides timely updates to Director of Programs of team activities
- Maintains current documentation, using a combination of Asana and/or a procedure manual, of team responsibilities
- Other duties as assigned

**Requirements:**

- Strong working knowledge of AI-Anon’s Twelve Steps, Traditions, Concepts of Service and Policies and how to apply them in a business environment
- Deep understanding of the WSC Handbook and how the WSC Structure, WSO, and international structures are linked
- Ability to communicate effectively in the written and spoken word to individuals and large groups—demonstrating patience and compassion with a diverse membership
- Strong team building and management skills, with a demonstrated ability to cultivate a trust with colleagues and direct reports
- Good organizational skills with ability to multi-task and prioritize projects based on strategic impact
- Effective Board, executive, and Staff level presentation and meeting facilitation skills
- Proficient in Microsoft 365 products (Excel, PowerPoint, & Outlook), with advanced skills in Word including track changes and other review features and in MS 365 collaboration features such as OneDrive
- Comfortable learning and using project management and communications software, e.g., Asana project management, WebEx or Zoom web conferencing, and other productivity tools

- Ability to travel independently for WSO related assignments
- Ability to obtain passport

**Education & Experience:**

- Bachelor's Degree in an international relations, business, or related field
- Three to five years related professional experience and/or training; or equivalent combination of education and experience.
- Six to eight years' continuous, active Al-Anon membership required, with service leadership experience above the group level
- Cannot be or have ever been a member of Alcoholics Anonymous
- Must qualify to be certified as an Al-Anon Member Involved in Alateen Service (AMIAS) in accordance with the WSO AMIAS Certification Program

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to express or exchange ideas by means of the spoken word. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and far vision.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**Work Location:**

This job is located at Al-Anon Family Group Headquarters, Inc.'s World Service Office in Virginia Beach, VA. Remote employment will not be considered for this position.

**Travel:**

This position requires 2-4 weeks of travel per year, frequently over weekends and internationally.

**Point of Contact to Apply:**

Email resume with cover letter to [HumanRes@al-anon.org](mailto:HumanRes@al-anon.org).