



WORLD SERVICE OFFICE, INC.

P.O. Box 9999

Van Nuys, CA 91409

(818) 780-3951

January 21, 1993

Dear friend:

We are asking for your assistance to help us find a new member for our publication team. We are looking for qualified candidates to help with a variety of WSO editorial tasks, including the coordination of our fellowship's monthly journal, *The NA Way Magazine*.

All applicants must be members of the fellowship with a minimum of five years clean time. Enclosed is a list of additional qualifications for the position and a brief job description. If you know of anyone who meets those qualifications and may be interested in applying for the position, please share the enclosed material with them.

We thank you for your attention and continued support of our efforts. If you have any questions about this material, please contact the leader of the WSO Publications Team at the World Service Office.

Yours in fellowship,
WSO Publications Team

encl.: list of qualifications
job description

QUALIFICATIONS FOR POSITION

Education

Any liberal arts degree would be helpful. Any one of the following specific areas would be especially useful:

- Print journalism (*not* broadcast)
- English or American literature
- Composition
- Communications
- Fine arts, art history

Publication history, samples

If possible, we need a complete list of pieces published including dates of publication and the periodical or book titles. We also need one sample of each kind of piece the candidate has produced.

Editorial references

If possible, we need a list of editorial references including names, addresses, and phone numbers of editors the candidate has worked with in the past.

Employment/volunteer background

The following are the kinds of work or volunteer activities that would be helpful for a candidate coming onto our editorial staff.

- Any editorial experience, including:
 - editing raw manuscripts
 - copy editing
 - editorial supervision of staff writers
 - editorial development
- On-the-job writing experience with editorial supervision
 - public relations
 - technical, organizational, or policy writing
 - speech writing
 - ghost writing
- Research
- High school or college instructor of English or American literature, journalism, composition
- Newsletter design, development, editing--professional or voluntary

NA service background

Past involvement with an area or regional newsletter would be helpful. Familiarity with the service structure and its organization will be especially helpful, in fact, may be essential.

NA Way exposure

While helpful, this is not a requirement. However, a candidate who is familiar with the magazine would have a shorter period of adjustment than someone who is not familiar with it.

Personal background

- * The candidate *must* be an NA member.
- * The candidate should have five or more years clean.
- * The candidate *must* have English as his or her first language.

JOB DESCRIPTION

Title: Editor (member of WSO Publications Team)

Immediate Supervisor: WSO Publications Team Leader

Primary Responsibility: Perform tasks as described below for *The NA Way Magazine*:

- Oversee production of monthly magazine including the keying in and the editing of the various manuscripts submitted by members and/or staff-developed features;
- Oversee the development and selection of appropriate art for the magazine including cover art;
- Oversee the typesetting and post-production work on the magazine, including approving the mechanicals and the "blue-lines;"
- Oversee the mailing of review packets to the members of the Review Panel, and participate in regular calls with panel;
- Participate in regular calls and meetings with the *NA Way Magazine* editorial board as a member of that board; and,
- Participate in regular editorial team meetings about the *NA Way Magazine* with other members of the editorial team.

Secondary Responsibilities:

- As member of the WSO Publications Team, participate in discussions regarding subscription drives and other marketing tactics focused on the magazine's circulation;
- Other editorial and writing tasks as assigned by WSO Publications Team or Team Leader;
- Participate in regularly scheduled meetings of the WSO Publications Team and other general staff meetings;
- Other tasks as assigned by immediate supervisor or WSO Administrative Team.

Salary Range: - \$30,990 - \$38,221