

JOB DUTIES

Access Coordinator of Cape Atlantic Intergroup (CAIG)

Reports to: Chairperson & Vice Chairperson

Purpose: Facilitates and coordinates groups and individuals in accessing CAIG virtually and through CHAT

Job Duties

- Facilitates and coordinates groups and individuals in accessing CAIG virtually and through CHAT
- Provide written reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)