

NA WORLD SERVICES

Job Description

Project Coordinator

Job Title: Project Coordinator(s)

Status: Exempt

Team: Admin

Date: June 2025

Location: Chatsworth, CA

Salary Range: \$68,640 and up

Job Scope and Dimensions

NA World Services has a variety of coordinator positions open. The salary range depends on the assignment, candidate skills, and experience. These are all in person positions at WSO Chatsworth.

Job Summary:

Under Executive Management's direction, manages NAWS projects and provides support to the World Board and its workgroups as directed. Works with other staff to facilitate communication between the World Board and Conference Participants as well as the Fellowship at large through web meetings, workshops, reports, emails, phone calls, and social media posts. Supports events including but not limited to the World Service Conference, World Convention, Fellowship Development Workshops, and Conference Participant web meetings. Weekend work is often required, and travel may be necessary at times.

Examples of Essential Duties and Responsibilities:

- Oversee projects on behalf of the World Board, including drafting timelines, supervising assigned staff, coordinating volunteers, preparing reports for the board, gathering and summarizing Fellowship input, and ensuring all deliverables are completed on time according to project schedule.
- Draft reports from the World Board to the Fellowship and assist in the creation of NAWS publications and other communications as required.
- Design workshops, surveys, and web meetings to support planning, projects, and other World Services' work.
- Supervise staff who provide administrative support including administering web meetings, mailing literature packets, and answering routine correspondence.
- Other duties as assigned by management.

Qualifications

Experience/Training/Education:

Requires knowledge of and experience with the NA service system; regional or World Service experience preferred; knowledge of NA World Services essential. Course work or training in project management or general business and/or other administrative experience desirable. Data analysis skills and/or survey research experience a plus. Must have strong English writing and editing skills, and a working familiarity with Office 365 applications. College degree in business, English, journalism, or public relations preferred.

The ideal candidate will be able to:

- Plan, schedule, organize, and coordinate projects and other specifically assigned tasks;
- Work under pressure and effectively perform multiple tasks simultaneously.
- Use Microsoft Outlook, Word, Excel, and PowerPoint. Experience with remote computing technologies, such as Citrix or GoToMyPC, as well as Dropbox a plus. Also some general familiarity with AI a plus.

- Understand the fundamentals of secure computing; including protecting and utilizing complex passwords, and thinking critically in analyzing suspicious emails and websites for potential phishing or malware attacks.
- Establish priorities and work within a complex volunteer system.
- Supervise other staff as required.
- Communicate effectively with other staff, trusted servants, and vendors.
- Able to work within a team and independently.
- Listen and summarize discussions well.

Inquiries to: hr@na.org

•

KEY

0% N = NEVER
 1% - 33% O = OCCASIONALLY
 34% - 66% F = FREQUENTLY
 67% + C = CONSTANT

29. Color vision:

Distinguish basic shades ☐ ☒ ☐ ☐Distinguish basic colors ☐ ☒ ☐ ☐30. Operate motor vehicle ☒ ☐ ☐ ☐**Environment****N O F C****Physical Activity****N O F C**

1. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Lifting: Heavy - Max. 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Light/Heavy-Max. 75 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Medium - Max. 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Light - Max. 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying Est. Wt. _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing Est. Wt. _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pulling Est. Wt. _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Repeated bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Reaching overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Finger movement-repetitive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Grasping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Repetitive twisting or pressure involving wrists or hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Both hands required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24. Ability for rapid mental/muscular coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25. Oral communication, speak clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
27. Specific visual requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Depth perception	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Outside and inside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Heat over 100 degrees F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Heat over 95 degrees F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cold below 55 F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Heights > 10 feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Noise above 95 dbA (loud)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Noise above 85 dbA (moderate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Organic solvents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Dusty conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Strong acids/caustic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Chemicals: Type _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Grease/Oils: Type _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Working with machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Working with moving vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Working with ladders/scaffolding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Working alone (out of sight)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Work more than 40 hours weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Work more than 8 hours daily	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PROTECTIVE EQUIPMENT**REQUIRED****N O F C**

1. Respirator	Type _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Eye protection	Type _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Hearing protection	Type _____ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Gloves	Type _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Boots	Type _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Body protection	Type _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Other _____		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____