

St. Paul Intergroup (SPI) - Office Manager
A Special Worker Paid Position as defined by the 12 Steps, the 12 Traditions & 12 Concepts of Alcoholics Anonymous

The office manager shall be the chief administrator of the Intergroup Office, working in cooperation with the SPI Board of Directors (the Board) and the individual groups.

Requirement

- Office management experience desired.
- Minimum of two years sobriety.
- Basic leadership/delegating and organizational skills and ability.
- Demonstrated ability to work well with others.
- Ability to work independently and make decisions within purview of authority and responsibility.
- Ability to perform basic computer operations and general understanding of office software.
- General financial skills to include maintenance of checking and savings account records, simple bookkeeping, timely bill paying, payment collection, cash handling and preparation of regular financial statements.
- Must be able to attend monthly evening meetings and weekend events as required.
- Good written and oral communication skills.

Volunteer Coordination:

- Ensure that the office is staffed with experienced and competent volunteers.
- Coordinate requests for speakers, temporary sponsors, 12-step calls.
- Work with Night Owl Coordinator to ensure night owl schedule is maintained, arrange for training and updated materials to be sent periodically.

Working with the Board and Intergroup Representatives:

- Serve on the Board as directed by the By-Laws. Make oral and written reports to the Board and Representatives at monthly meetings.
- Help prepare materials (copy agendas, minutes etc) for monthly meetings.
- Assist with Intergroup Events, as needed, during regular office hours.

Interested Applicants can apply for this position by:

Submitting their work history/resume to SPI Board – Human Resources committee, (employment@aastpaul.org) by 2/12/2016. Potential start date 3/14/2016.