

St Paul & Suburban Area Intergroup is hiring a Full-Time Office Manager

The Intergroup's primary purpose is to assist the AA groups of Saint Paul and the Suburban area in carrying the message of Alcoholics Anonymous to those who still suffer. Intergroup derives its legitimate authority from and is responsible to the member groups it serves. In all its activities, policies, and proceedings, Intergroup observes the practice and spirit of AA's Twelve Traditions and Twelve concepts for World Service, as well as its three legacies of Recovery, Unity, and Service.

The Office Manager is the primary person who makes the Intergroup function. The Office Manager works directly under the supervision of the Intergroup Board of Directors. All matters of business and human relations are performed under the bylaws of St Paul Intergroup as a 501 (c)(3) non-profit corporation. Work involves managing the intergroup store, helping customers purchase products, ordering and restocking inventory, and managing outgoing orders placed on the online store. It also includes supervising volunteers and part-time staff, preparing bank deposits, and managing incoming contributions and other essential services to help the still-suffering Alcoholic.

Hours: Full-time/40 hours per week Exempt – 9:30 AM-5:30 AM

Pay: DOE \$19.23 to \$24.04 per hour (\$40,000-\$50,000) with accruing PTO. Non-exempt.

Requirements:

- 3 Years of continuous sobriety, active in the AA Program of Recovery.
- Working knowledge of A A 12 Steps, 12 Traditions, and 12 Concepts of World Service.

Preferred Qualifications:

- Prior Experience with Administrative tasks or Office Management.
- Proficient with typing and technologies like MacOS, Windows, Excel, Word, Google Docs, Google Sheets, Zoom, printers, phone systems, and point-of-sale systems.
- Knowledge of QuickBooks online or experience with another accounting software is desirable.

Position Close Date: Position Open until Filled

Job Description:

- Managing the Intergroup store.
- Assisting customers with sales.
- Order and restock inventory.
- Manage outgoing orders that are placed on the online store.
- Publish and mail the monthly Lifeline newsletter.
- Work closely with Web Servant to notify when there are any meeting updates and changes.
- Manage and update printed meeting directory for St. Paul and Suburban Area.
- Attend all St. Paul Intergroup events and assist with tech setup and tear-down.
- Manage QuickBooks online Accounting and prepare bi-weekly payroll using ADP.
- Prepare and deposit receipts.
- Supervising volunteers and part-time staff.
- Manage incoming contributions.
- Attend and help organize Intergroup Board and Representative Meetings on the 3rd Tuesday of every month.
- Qther responsibilities required to keep Intergroup operating effectively.

Please send resume and letter of introduction to:

Eliot W. – Interim Chair of the Board of Intergroup
altchair@aastpaul.org