

St Paul & Suburban Area Intergroup is hiring a Part-Time Office Assistant

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.

St Paul Intergroup is hiring a Part-Time office assistant. This position works directly under the supervision of the Office Manager, and 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 helping customers purchase products, restocking inventory, managing outgoing orders placed on the online store, assisting volunteers, and other duties as requested.

Hours: Part-Time 20-30 hrs. per week – 9:30 AM-5:30 AM. Flexible schedule. Non-exempt.

Pay: \$12 - \$15 per hour, depending on experience

Requirements:

- One year of continuous sobriety
- Knowledge of Alcoholics Anonymous' 12 Steps and Traditions.

Preferred Qualifications:

- Proficient with typing and technologies like MacOS Windows, Excel, Word, Google Docs, Google Sheets, Zoom, printers, phone systems, and point-of-sale systems.

Position Close Date: Position Open until Filled

Job Description:

- Helping customers purchase products.
- Manage and update printed meeting directory for St. Paul and Suburban Area.
- Restocking inventory.
- Managing outgoing orders that are placed on the online store.
- Assisting Office Manager with daily tasks.
- Help volunteers with technical setup for answering phones.
- Other responsibilities as needed.
- Please send resume and letter of introduction to:

Eliot W. – Interim Chair of the Board of Intergroup

altchair@aastpaul.org