

Saint Paul Intergroup Office Assistant

Organization Overview

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 which 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. You can visit our website at www.aastpaul.org for more information.



Position Overview

We are seeking a part-time Office Assistant to support our office and bookstore operations. This role is crucial in ensuring the smooth running of our services and providing essential support to our community. The ideal candidate will assist with inventory counts, customer service, completing sales transactions, managing inquiries about meetings and other general AA-related information in our area. Additionally, this role may occasionally assist with event preparation and execution.

Key Responsibilities

- Assist with inventory management - lifting up to 50 pounds occasionally required.
- Operate the checkout register using the POS system.
- Provide excellent customer service both in person and over the phone.
- Serve as a resource for inquiries regarding AA meetings and information.
- Support the organization with Microsoft Office/Google Suite applications.
- Occasionally assist with the organization and execution of AA events.
- Any other duties assigned by the Office Manager.

Required Qualifications

- Customer service experience.
- Ability to maintain a positive demeanor with customers and on the phone.
- Recovered alcoholic with at least 1 year of sobriety (non-negotiable).
- Working knowledge of the 12 Steps and 12 Traditions of AA.
- Excellent communication and interpersonal skills.

Desired Qualities

- Experience with a point of sales system(s).
- Knowledge of how to use Microsoft Office and Google Suite Applications.

Work Hours and Location

- The position is based in West St. Paul.
- Part-time availability for a usual 15-20 hours per week, Monday through Saturday. The schedule is flexible, with mandatory availability on Saturdays from 10 AM to 2 PM.
- This person will be required to work some shifts selling literature at Gopher State Roundup (Memorial Day Weekend) every even year (2024, 2026, etc.)

Compensation and Benefits

- Hourly pay of \$18/hour.
- Relaxed work environment.
- Sick leave according to MN state law (1 hour per 30 hours worked, up to a maximum of 48 hours per year).

Application Process

Candidates interested in joining our team should email their resume and cover letter to Chair@aastpaul.org. Please include in your cover letter how your experience aligns with the duties of this role and your commitment to the AA community.

Office Contact:

Email: manager@aastpaul.org

Address: 33 Wentworth Ave E, West St. Paul, MN 55118

Phone: (651) 227 – 5502