

Administrative Assistant for AA Central Office

Summary:

Assists the Office Administrator in operating the Rochester Area Intergroup Central Office. Performs a variety of administrative, bookkeeping and clerical tasks in support of the Office. Performs the duties of the Office Administrator in his/her absence. This is a part time, hourly position: 12 hours per week.

Responsibilities and Essential Duties:

- Stocks literature bookshelves, pamphlet racks and anniversary coin drawers. Inventories and stores office supplies and materials;
- Coordinates and oversees the volunteer schedule; trains volunteers; and updates all resource files for volunteers and Night Watch members;
- Handles cash transactions, reconciles cash income and prepares and delivers cash deposits to the bank;
- Assembles materials for the Office's Monthly Mailing, and oversees the preparations for the mailing by volunteers;
- Performs all other duties and activities as assigned by the Office Administrator.

Minimum Qualifications:

- Education: minimum - High School diploma; preferable, at least an Associate's degree;
- Experience: at least two years' experience in an office setting that included hands-on work with office machines, computer equipment and such computer applications as Quickbooks, and Microsoft Word and Excel
- Organizational skills: ability to prioritize work, multi-task, respond to emergencies, and deal with interruptions effectively;
- Interpersonal skills: ability to communicate effectively with volunteers, visitors, Intergroup Representatives, members of the Board of Trustees, and Committee members;
- Working knowledge/familiarity with A.A.'s Twelve Steps, Traditions and Concepts, A.A.'s structure, and overall principles of carrying the A.A. message.

This job description in no way implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and are subject to modification to reasonably accommodate individuals with disabilities. ***To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.***

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship

How to Apply: Send resume' and reference contact information to:

[<personnelcommitteeroc@gmail.com>](mailto:personnelcommitteeroc@gmail.com)