

Office Administrator for AA Central Office

Summary:

Oversees the day-to-day operations of the Rochester Area Intergroup Central Office, and provides administrative support to the Office, the Intergroup's Committees, and the Board of Trustees. Duties include but are not limited to a variety of functions including data entry, website updates, volunteer coordination and fiscal management. This is a full-time, salaried, non-exempt position.

Responsibilities and Essential Duties:

- Manages all Office operations including maintenance of physical space, office equipment, office supplies and communications systems;
- Orders and stocks A.A. and Grapevine literature, other Conference-approved items and anniversary coins;
- Performs all financial duties including Quickbooks entries, account reconciliations, payment of bills and budget reporting;
- Maintains and updates all "databases" including but not limited to 12-Step lists, Group information, Committee contacts, volunteers, and literature price lists;
- Ensures that the Website is updated with information about meetings, Committee activities and upcoming events;
- Oversees the scheduling and training of volunteers;
- Responds to incoming correspondence and serves as a resource of information to individuals, Groups, Committees and members of the public about A.A. practices, the role of the Central Office, and A.A.'s Traditions and Concepts;
- Oversees the work of part time Office Assistant and other part time employees

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)