

WILMINGTON AREA INTERGROUP ASSOCIATION
OFFICE MANAGER POSITION

The Wilmington Area Intergroup is seeking to fill its office manager position. This position is for five days per week (days negotiable), 7 hours per day, 35 hours per week. The Office Manager is Intergroup's only paid employee, but his/her work is supplemented by volunteers from the AA community. The position includes 10 days paid time-off per year.

Duties include:

- Daily opening and closing of office and answering phones if a volunteer is not available
- Managing QuickBooks responsibilities, including sales and donation receipts, invoices, payments received and inventory control; competency in Microsoft Word, Excel and email
- Daily reconciling of sales and donations with cash on hand
- Working with an accounting firm to ensure that bills are paid in a timely manner
- Coordinating all volunteer work, including volunteer training and Night Owl Phone
- Maintaining inventory of the Intergroup Book Store, ordering literature and books as needed
- Preparation and mailing of materials ordered from the Book Store
- Preparation and distribution of Intergroup printed materials ("Where & When", "Meeting in A Pocket" and Intergroup issued brochures)
- Maintaining Group and Intergroup Representatives' contact information and information on all scheduled AA meetings
- Attendance at all Board of Directors and Full Council meetings; participation in Board committee meetings as assigned
- Coordination, assistance with and attendance at all Intergroup-sponsored events
- Maintaining communication with AA community members to address AA-related needs or issues. This includes emails to Board members and IG Representatives regarding up-coming meetings.
- Attendance at the annual national meeting of Intergroup Office Managers
- Updating group information and upcoming events on Intergroup's website
- Maintain statistics as required by the Board or Board Committees

Eligibility Requirements:

- A minimum of 18 months continuous sobriety
- Knowledge of and direct experience with operating QuikBooks,
- Willingness to submit to a drug or alcohol screen, as requested
- Good verbal and written communication skills
- Ability to work with Board of Directors (preferably experience in working with a board)
- Sincere desire and aptitude for direct customer service

To apply complete the application on-line at www.wilmingtonaa.us and email it to intergroupwilmington@gamil.com or drop it off at the IG office. You also may pick up an application at the Intergroup office on either Monday, Wednesday or Saturday. Questions? Call the IG office at 910-794-1840 during our new hours. Application deadline is July 18, 2022. Projected hiring date is August 1 (negotiable).

