

INTERGROUP ASSISTANT SECRETARY (OFFICE MANAGER) PART-TIME

Syracuse Intergroup is seeking a part-time, on-call Assistant Secretary for the purpose of conducting the day to day activities of the Intergroup Office on an as-needed basis. The selection of the person to fill this position shall be made by the Steering Committee.

The Assistant Secretary shall be a member of A.A. or Al-Anon and shall perform such duties as usually pertain to this office and such additional duties as may be specified from time to time by the Intergroup at the direction of the Chairperson.

Job Description

The two-fold function of the Assistant Secretary is to provide services to customers visiting and calling the Intergroup Office (Service Center) and to manage the operation of the office.

The Assistant Secretary is granted specific management and financial authority to assure the efficient and accurate flow of business in the Service Center and designated Intergroup functions. Appropriate authority is granted to make possible the carrying out of the necessary procedures.

The duties of the Assistant Secretary include the following:

1. Recording literature sales
2. Receiving and recording group contributions
3. Depositing funds in the bank
4. Paying monthly bills
5. Working with the Service Center Accountant to prepare monthly financial statements
6. Maintaining the Service Center's website
7. Preparing and distributing to A.A. groups monthly publications, including Intergroup's meeting minutes, group announcements, and other news of interest to local A.A.s
8. Preparing and distributing to A.A. groups a current list of meetings and other A.A. service information
9. Maintaining an inventory of A.A. Conference-approved literature for purchase by individuals and groups
10. Attending monthly Steering Committee meetings and recording minutes of such meetings

Required personal attributes are secretarial and computer skills, a pleasant demeanor and a neat and clean appearance. Experience with QuickBooks is preferred but not required.

This part-time paid position is flexible as to days worked, and is scheduled on an as-needed basis. Need is expected to be approximately 15 days per year.

Compensation shall be dependent upon experience.