

SERVICE CENTER JOB OPENING

Are you or someone you know looking for an amazing place to work at a job that enables you to help others, and our local AA community as a whole? Have you ever thought about what it would be like to be the voice at the end of the line, when the still sick and suffering decide they've reached the end of their line and it's time to seek help? To provide information, caring, understanding, help and hope to the desperate ones who are reaching out for a life line? And to connect with others already in the fellowship who come by the Service Center to pick up literature and chips and a bit of fellowship? If so, we have great news.

Intergroup's Steering Committee is seeking an Office Manager to conduct the day-to-day activities of the Intergroup office (Service Center). The two-fold function of the Office Manager is to provide services to those who contact the Service Center by phone, online or in person, and to manage the operation of the office. The Office Manager is granted specific management and financial authority to assure the efficient and accurate flow of business in the Service Center, and designated Intergroup functions.

The document below describes the responsibilities and requirements of the position. If you're interested in a job that will touch you in unexpected and profound ways, please send your resume and references to syracuseservicecenter@gmail.com. **Deadline for submission is March 15, 2024.** If you're not looking for a job right now but you know someone who'd be great at it, please pass this information along to them.

This is a wonderful opportunity to be part of something amazing. We hope to hear from you.

INTERGROUP OFFICE MANAGER

JOB DESCRIPTION

Syracuse Intergroup is seeking an Office Manager for the purpose of conducting the day to day activities of the Intergroup Office. The selection of the person to fill this position will be made by the Steering Committee.

The Office Manager will be a member of A.A. or Al-Anon and will perform such duties as usually pertain to this office, as well as such additional duties as may be specified from time to time by the Intergroup at the direction of the Chair.

Job Description

The two-fold function of the Office Manager is to provide services to customers who contact the Intergroup Office (Service Center) by phone, online or in person, and to manage the operation of the office.

The Office Manager is granted specific management and financial authority to assure the efficient and accurate flow of business in the Service Center and designated Intergroup functions.

The duties of the Office Manager include, but are not limited to:

- Answering all phone calls and assisting Service Center visitors
- Responding to email requests for information and assistance
- Assisting customers with, and recording, literature sales
- Receiving and recording group and individual contributions
- Preparing bank deposits and making such deposits as needed
- Paying all bills: monthly, quarterly and annually
- Processing biweekly payroll
- Maintaining an inventory of A.A. Conference-approved and Grapevine literature for purchase by individuals and groups
- Distributing via email Intergroup's monthly newsletter, group announcements, and other news of interest to local A.A.s, as needed
- Recording meeting schedule changes as they are received from the groups, for inclusion in the Announcements section of the monthly newsletter
- Assisting the Service Center Accountant in preparing monthly financial statements
- Preparing the annual budget in conjunction with the Accountant
- Attending monthly Steering Committee meetings and recording minutes of such meetings
- Staff supervision
- General operation and maintenance of the Service Center

Required personal attributes are general office administrative and computer skills, a pleasant and helpful demeanor, and a neat and professional appearance. Experience with QuickBooks and MS Office is strongly preferred.

Compensation is \$16.00/hr.