Job Posting: Central Office Manager
Indianapolis Intergroup

Our 8th Tradition states, “Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.” In accordance with this Tradition, Indianapolis Intergroup is seeking a special worker to manage the Central Office. This is a full-time salaried exempt position, which reports to the volunteer Service Committee (Board). Benefits include vacation days and sick days. As recommended in the AA Central Office Guidelines this manager position functions as a paid employee of the Central office – not as an AA member – during duty hours and will be hired largely on the basis of professional skills. This position requires a minimum of 5 years of continuous sobriety.

Interested candidates should submit a professional resume and cover letter outlining your qualifications and AA service experience to: cochair@indyaa.org by February 26, 2020.

The Service Committee will review resumes, conduct interviews and make a decision around March 9, 2020. An ideal start date is March 16, 2020.

Description of the successful candidate:

You are an active member of the Alcoholics Anonymous Fellowship such as holding service positions, having a sponsor, sponsoring others, having a homegroup. You have at least 5 years of sobriety. You have a working knowledge of the 12 Steps & 12 Traditions, AA structure, guidelines and concepts. You enjoy being of service to others.

You are proficient with computers, web based programs, Microsoft Office products, Quick Books, Square payment processing and basic telecommunications devices. You have at least a basic understanding of accounting concepts, budgets, P&L statements and sales statistics.

You are a pro-active, creative problem solver on behalf of the Fellowship and the broader community. You are patient, level headed and cool under pressure, particularly when engaging with Intergroup volunteers.

You have excellent written and verbal communication skills. You are comfortable with public speaking. You take direction well and can accept constructive feedback. When you need information you have the humility to ask questions.

You demonstrate integrity and honesty in all actions and words. You have the gift of hospitality. You give a warm welcome to volunteers and visitors. Coaching Central Office volunteers and giving them meaningful tasks gives you satisfaction and provides for a positive Office environment.

Responsibilities:

- Oversee day to day operations Monday through Friday 9:00am to 4:30pm.

- Serve as the point of contact for all 12 Step calls and Indianapolis Intergroup questions.
• Communicate with and seek support from the Service Committee in accordance with the Indianapolis Intergroup Nonprofit Corporation by-laws.

• Recruit, train and manage Central Office volunteers.

• Prepare materials and manage the setup for Intergroup Sunday monthly meetings.

• Provide administrative support to the Service Committee and Committee Chairs.

• Process bill payments for operations and to vendors.

• Coordinates bookkeeping and financial management efforts with our accountant and the Intergroup Finance Sub-Committee.

• Submits the annual budget for approval by the Service Committee and prudently manages Central Office resources within those budget guidelines.

• Process 7th Tradition, Birthday Club and other donations ensuring bank deposits are made in a timely manner.

• Sell literature in the Central Office, on Intergroup Sundays and at AA events. Maintain product inventory.

• Maintain the www.indyaa.org web site.

• Update and print meeting directories on a regular basis.

• Coordinate with the paid answering service.

• Serve as the point of contact for the UAW landlord confirming the availability of either the Party Barn or Union Hall as needed.

• Communicate regularly with the General Service Office (GSO) in New York.

• Attend conferences of Central Office Managers when funds are budgeted for staff participation.

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Revised Job Posting February 8, 2020