

Job Posting: Central Office Manager Indianapolis Intergroup

Our 8th Tradition states, "Alcoholics Anonymous should remain forever unprofessional, 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, that reports to the Service Committee. 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.

*Interested candidates should submit a professional and AA service resume to ServiceChair@IndyAA.org by **Monday, November 5, 2018**.*

The Service Committee will review resumes, conduct interviews and make a decision around November 16, 2018. An ideal start date is December 1, 2018.

This Job might be for you if:

- You are an active member of the Alcoholics Anonymous fellowship. You have at least 5 years of sobriety, have a working knowledge of the 12 steps and are being of service to others. Examples include having a sponsor, sponsoring others, having a homegroup, serving in service positions.
- You have the gift of hospitality. You love responding to the needs of the fellowship and broader community to solve problems. You are patient, level headed and cool under pressure when questions are coming from all different directions.
- You are comfortable with computers. You're proficient with the Internet, Microsoft Word, Excel and Quick Books.
- You practice principles before personalities and can accept constructive feedback from peers. We all have room to learn and grow, and you like asking questions to get more information.
- You think on your feet. You like learning new things and you can learn quickly. When things change, you know how to roll with the punches.
- You can explain just about anything to anyone, and you're comfortable communicating in writing and on the phone no matter who is calling.
- You have knowledge of the AA structure, guidelines and concepts.

Responsibilities:

- Oversee day to day operations Monday through Friday 9:00 a.m. to 4:30 p.m.
- Serve as point of contact for all 12 step calls and Indianapolis Intergroup questions

- Communicate with and seek support from Service Committee as needed in accordance with Indianapolis Intergroup Corporation by-laws
- Recruit, train and manage central office volunteers
- Prepare, transport and setup materials for Intergroup Sunday
- Provide administrative support to Service Committee and 12 Step Committee Chairs
- Sell literature at central office and maintain inventory, at AA events, and on Intergroup Sundays
- Maintain Indyaa.org website using Wordpress
- Update and print meeting directories on a regular basis
- Process 7th tradition, Birthday Club and other donations including making bank deposits
- Pay monthly bills associated with business operations and our vendors
- Coordination bookkeeping and financial reporting with Accountant
- Coordinate with paid Answering Service
- Coordinate location of monthly Sunday meeting with Intergroup representatives
- Serve as point of contact for landlord
- Communicate regularly with GSO in New York and participate in conferences of central office managers