

Job Posting

St. Paul AA Intergroup

1600 University Avenue, Suite 214, St. Paul, MN 55104
(651) 227-5502 • www.aastpaul.org

Job Title:

Tradition Eight "Special Worker" in the Intergroup office.

Job Description:

- Position is part-time, 20 hours/week.
- Pay rate begins at \$10/hour.
- Train and assist volunteers on 12-step calls and finding meeting information.
- Sell AA literature, etc. to groups and individuals.
- Schedule speaking opportunities.
- Carry out special projects on the computer.
- Assist with composition of the monthly newsletter, the *Lifeline*.
- Take phone calls directed to Intergroup staff.
- Take care of literature, volunteer space, and keep the AA coffee pot ready!

Qualifications:

- A minimum of one year sobriety.
- Active participation in meetings and sponsorship.
- Familiarity with the Twelve Traditions.
- Ability to use Microsoft Office programs: Word, Excel, Access, Explorer.
- Comfort in showing volunteers how to answer phones in line w/ Twelve Traditions.
- Ability to represent AA to newcomers and office visitors.
- Enjoy making others feel welcome and at ease in the Intergroup office.

Application Instructions:

Please submit a resume with your education and work experience.

Please include a cover letter describing your current AA involvement.

You may mail your application to the address above, send an email with an attachment to manager@aastpaul.org, fax the applications to (651) 290-0209, or drop it off at the office.

Posted May 16, 2011