

**St. Paul Intergroup (SPI) - Office Manager**

**A Special Worker Paid Position as defined by the 12 Steps, the 12 Traditions & 12 Concepts of Alcoholics Anonymous**

Intergroup's primary purpose is to assist the AA groups of Saint Paul and the Suburban area in carrying the message of Alcoholics Anonymous to those who still suffer. Intergroup derives its legitimate authority from, and is responsible to the member groups which it serves. In all its activities, policies and proceedings, Intergroup observes the practice and spirit of AA's Twelve Traditions and Twelve concepts for World Service, as well as its three legacies of Recovery, Unity and Service.

**General:**

1. The Office Manager is the focal point of AA contact and communication. The Office Manager must be responsive to the needs of the groups and members. The Office Manager will function under the supervision of the Board chair with guidance from the Board and individual groups.
2. The Office Manager must have ability to effectively represent AA with outside agencies. These include the media, schools, churches, industry, and professionals including those working in the field of alcoholic rehabilitation.
3. The nature of the position is such that working hours must be flexible. However, the Office Manager will schedule a minimum of 40 hours per week. This is a managerial job and not a secretarial position.

The office manager shall be the chief administrator of the Intergroup Office, working in cooperation with the SPI Board of Directors (the Board) and the individual groups.

**Hired by and Reports To:**

- The hiring of the Office Manager will be handled by the Board – HR subcommittee
- The Office Manager is supervised by the Board Chair with input from the Board
- Central Office Manager may be bonded.

**Prerequisites:**

Required

- If the applicant is a member of a twelve step recovery program, the applicant must have maintained three years of continuous sobriety
- Minimum of 2 years office management experience.
- General administrative experience in office management, preparation of correspondence, filing and limited typing ability.
- Basic leadership/delegating and organizational skills and ability
- Demonstrated ability to work well with others
- Ability to work independently and make decisions within purview of authority and responsibility
- Ability to perform basic operations on a personal computer. Proficiency with office software packages including but not limited to Microsoft Word, Excel, Internet and publishing programs, Quickbooks, E-Mail operations and posting to the World Wide Web.

- General financial skills to include maintenance of checking and savings account records, simple bookkeeping, timely bill paying, payment collection, cash handling and preparation of regular financial statements.
- Understand the A.A. structure from the group to the General Service Offices (GSO). Be familiar with Intergroup, District, and Area functions, relations and operations.
- Familiarity with the A.A. Service Manual, Twelve Concepts of AA Service and A.A. Guidelines - Central or Intergroup Offices.
- Must be able to attend monthly evening meetings and weekend events as required. Minimum 2 per month except for an illness or family emergency.
- Good written and oral communication skills

## **Duties:**

### Office Management

- Ensure office is opened and closed on time each day, keeping it neat, clean and orderly.
- Provide for an effective answering service when the office is not manned.
- Ensure that calls to Intergroup are handled in a courteous, professional manner, and that Intergroup's primary purpose is upheld.
- Maintain comprehensive records of all business-related functions
- Maintain a literature display of books and pamphlets for the individual use.
- Maintain a stock of books and literature for groups and others to purchase in quantity. This will require processing orders to groups, ordering from A.A. World Services (AA WS), receipt of material from shippers, stocking the shelves and packaging group orders.
- Maintain an up-to-date schedule of A.A. meetings. Ensure changes are posted to the website. Twice per year coordinate the update and printing of St Paul meeting directory.
- Work with web servant to ensure website is up to date and meets AA guidelines.
- Ensure office computers and servers are organized, maintained and backed up on a regular basis.
- Produce, print and mail Lifeline by the first of each month.

### Financial Responsibilities

- Reconcile cash register reports (daily)
- Enter sales, charges and deposits into QuickBooks (daily)
- Make bank deposits (daily)
- Pay bills using Quickbooks (weekly)
- Order books and other inventory items from vendors (weekly); make physical count of inventory and reconcile to Quickbooks (monthly)
- Call in payroll; maintain regular communication with payroll company (ADP) regarding payment of taxes etc.
- Track Faithful Fivers and Group Contributions and send thank you letters (monthly)
- Maintain Accounts Receivable file, and check each month against Quickbooks file (monthly). Ensure prompt collections for literature purchases.
- Work with accountant and treasurer to ensure that all bills and financial obligations are met on time each month by preparing checks for signature. Assist with the preparation of necessary financial reports and corporate filings.

### Supervisory Responsibilities

- Supervise PT staff and volunteers
- Ensure proper training

### Volunteer Coordination:

- Ensure that the office is staffed with experienced and competent volunteers, and maintain a roster and schedule of these volunteers.
- Coordinate requests for speakers, temporary sponsors, 12-step calls
- Prepare appropriate written training material for volunteers
- Work with Night Owl Coordinator to ensure night owl schedule is maintained, arrange for training and updated materials to be sent periodically

### Working with the Board and Intergroup Representatives:

- Serve on the Board as directed by the By-Laws. Make oral and written reports to the Board and Representatives at monthly meetings about the office operations including issues that the Board needs to address to ensure the successful operations of the office.
- Help prepare materials (copy agendas, minutes etc) for monthly meetings.
- Work with Board chair to prepare welcome packets for new Board members.
- Act as liaison between volunteers, public and Board
- Assist with Intergroup Events, as needed, during regular office hours. Event duties include:
  - Arranging for event location and room set up.
  - Providing event chair with information about past events
  - Assisting event committee with preparation and printing of flyer
  - Placing notice about event in the Lifeline and ensure posting to website
  - Working with event committee on supplies (coffee, cups, sugar etc)
  - Assist with other duties as needed such as printing of tickets, cash boxes, coordinate equipment needed for open house, and providing alumni Board chair information.
  - Keep records of events and prepare CD's of information to be passed to new Board members.

### **Hours:**

The Office Manager will work all hours that the office is open, or arrange for the office to be covered in the absence of the Office Manager. The Office Manager is also required to attend all Board and Intergroup Representative meetings, events and any specially called meetings as deemed necessary.

### **Wages:**

The position of Office Manager is a salaried position. The salary that the Office Manager will receive is to be decided annually by the Board.

### **Sick Time:**

The Office Manager shall be aware that it is their responsibility to ensure that the office is staffed by a competent volunteer before any personal time is taken. The manager shall be accorded with reasonable time for taking care of medical appointments, dental appointments and the occasional responsibilities required of them and as acquired through having minor children or dependents with appointments that can only be made during the Office Manager's work hours.

If the office manager has an illness lasting more than 3 days, they need to contact the Board chair to let them know.

The Office Manager will receive up to 5 paid days of sick/personal time per year.

**Vacation:**

The Office Manager will receive 5 paid vacation days the first year of employment accrued at the rate of 1.25 days per quarter, 10 paid vacation days the second year and beyond accrued at the rate of 2.5 days per quarter.

It is the Office Managers' responsibility to find PT staff or volunteer to cover the office responsibilities while they are gone. The Office Manager must work with the Treasurer to ensure orders and invoices will be accounted for in their absence.

**Holidays**

The Central Office will be closed for the following paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

**Bereavement Leave:**

Paid bereavement leave of 3 days will be given when a family member dies. If the death is out of state, 2 additional days will be given, for a total of 5 days. This applies only to immediate family members, including in-laws and stepchildren. It does not apply to nieces, nephews, cousins, etc.

**Comp Time:**

Employees will not be paid overtime. They will be compensated for any time worked over their normal working hours, by comp time, hour for hour.

**Jury Duty Compensation:**

Employees will be compensated for jury duty. They will be paid their regular compensation less any payments received for jury duty.

**Interested Applicants can apply for this position by:**

Submitting their work history to SPI Board – Human Resources committee, c/o SPI (employment@aastpaul.org).