

MANAGER'S JOB DESCRIPTION

Siouxland Intergroup Central Office Manager

Job Description

The Central Office Manager is the focal point of A.A. contact and communication for the Siouxland Intergroup Central Office, and must be responsible to the needs of A.A. groups and its members. The manager functions under the direct guidance and supervision of the Siouxland Intergroup Board.

The Manager must have ability to effectively represent the Siouxland Metro Area A.A. groups as a primary point of contact for outside agencies seeking general information about A.A. These may include the media, schools, churches, industry, and professionals including those working in the field of alcoholic rehabilitation.

The manager will coordinate the work of volunteers at the Siouxland Intergroup Central Office.

Any applicant for employment must be willing to submit to a background verification check.

Any new employee will be subject to a standard 90-day probationary period.

Desired Qualifications:

- Familiarity with A.A. service in such positions as secretary, treasurer, Intergroup Representative (I.G.R.), General Service Representative (G.S.R.), or other Area positions.
- Experience with general office management functions, including record keeping, preparation of correspondence, filing, and typing.
- Ability to perform basic operations on computer. Must demonstrate some proficiency in standard office software, internet browsing, website maintenance and email operations.
- Experience with general functions, including maintenance of checking and savings account records, simple bookkeeping, experience with financial software, and preparation of regular nonprofit financial statements.
- Familiarity with the A.A. structure, ranging from the Home Group to the General Service Office (GSO), and familiarity with Siouxland Intergroup Central Office (Intergroup), District, and Area functions, relations and operations.
- Familiarity with the A.A. Service Manual, Twelve Concepts of A.A. Service, and A.A. Guidelines (MG-02) for Central or Intergroup Offices.
- Willingness to be of service to the A.A. Fellowship according to the principles outlined in the Twelve Steps and Twelve Traditions of Alcoholics Anonymous as well as the A.A. Service Manual/Twelve Concepts for World Service.
- Supervisory experience

Duties:

- Maintain the Siouxland Intergroup Central Office facility and follow procedures described in the A.A. Guidelines (MG-02) for Central or Intergroup Offices.
- Manage after hour call service.
- Maintain logs and records necessary for effective operations.
- Maintain an up to date Twelfth Step list.
- Coordinate the exchange of information on A.A. matters between groups and members.
- Cooperate with A.A.'s friends in the professional community on matters concerning the suffering alcoholic and pass these requests on to the appropriate service body.
- Maintain a display of books and pamphlets representative of those items available for purchase.
- Ensure that the physical office space, bulletin boards, restroom, Archives room and book/supply room are kept neat and clean.
- Be responsible for maintaining Siouxland Intergroup checking & savings accounts.
- Ensure that bills and financial obligations are met each month.
- Maintain adequate records to prepare the following financial reports:
 - a) Formal monthly, quarterly and annual financial reports of Siouxland Intergroup Central Office operations prepared for each Siouxland Intergroup Monthly Business Meeting and Siouxland Intergroup Board Meetings.
 - b) File annual and quarterly State, Federal and Unemployment tax reports and filings as needed.
- Advise the Siouxland Intergroup Board Officers of any matter requiring action or decision before the next Siouxland Intergroup Board Meeting.
- Attend all regular Siouxland Intergroup Board Meetings, Siouxland Intergroup Business Meetings and District I meetings.
- Operate the Siouxland Intergroup Central Office in the spirit of service as reflected in the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Salary:

The salary will be determined based on previous experience, hours worked, and duties performed. Standard taxes will be applied. The Office Manager will receive an Annual Performance Evaluation from the Siouxland Intergroup Board Officers and may be considered for a salary increase by recommendation of the Siouxland Intergroup Board Officers.

Benefits:

- One-week paid vacation to be granted after one year of service
- Paid holidays
 - a) January 1 (New Year's Day)
 - b) Memorial Day
 - c) July 4 (Independence Day)
 - d) Labor Day
 - e) Thanksgiving
 - f) Christmas
 - g) If a paid holiday falls on a Monday, the 1st Tuesday following that holiday will be a paid non-working day in observance of that holiday.