

Job Posting

St. Paul AA Intergroup

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

Job Title:

On-call/Backup Tradition Eight "Special Worker" in the Intergroup office.

Job Description:

- Position is an on-call/backup person to fill in when required by staff absences.
- Up to 40 hours per week, depending on office needs.
- Paid training time is included.

Duties:

- Train and assist volunteers on 12-step calls and finding meeting information.
- Sell AA literature, etc. to groups and individuals, and stock inventory as needed.
- Schedule speaking opportunities.
- Carry out special projects on the computer.
- Assist with mail and office printings and paperwork.
- Take phone calls directed to Intergroup staff.
- Coordinate and assist with volunteer service activities.

Qualifications:

- A minimum of one year sobriety.
- Active participation in meetings and sponsorship.
- Familiarity with the Twelve Traditions.
- Ability to use Windows programs: Word, Excel, Access, Outlook, Browsers and QuickBooks.
- 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 respond by March 27 with 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: March 3, 2015