

## **Position Description: Office Manager, Northern Virginia Intergroup (NVI)**

### **Summary**

NVI, a 501(c)(3) non-profit corporation registered in the Commonwealth of Virginia, seeks a member of Alcoholics Anonymous to fill the position of Office Manager. The Office Manager is a paid, full-time position, and is in charge of and has complete supervision of the NVI Office being responsible for the efficient, faithful, and loyal discharge of its duties. With the assistance of volunteers, and oversight by the NVI Steering Committee, the Office Manager is responsible for all activities related to operating the NVI office.

### **Responsibilities:**

- Conduct the Intergroup office in a businesslike and courteous manner.
- Manage daily operation of the office including:
  - Ordering office and beverage/snack supplies
  - Overseeing maintenance of the office equipment
  - Selling AA merchandise, and ordering/maintaining stock inventory using sound business judgment as to appropriate stock levels
  - Maintain an awareness of GSO literature pricing plans
- Ensure phone volunteers, schedulers, and trainers have necessary information.
- Attend and facilitate activities sponsored by NVI (e.g., Gratitude Breakfast, board meetings).
- Manage the distribution of the Unity Lifeline including:
  - Maintain and update *Unity Lifeline* newsletter mailing
  - Coordinate with the editor and volunteers
  - Output/mail the newsletter
- Maintain and update current *Where and When* meeting list information and list of 12-step volunteers.
- Provide necessary group lists and mailing services, and dispense information on AA and NVI as requested.
- Facilitate the work of all Standing and Ad Hoc Committees and of AA volunteers in carrying the “message” of AA.
- Handle cash and accounting including receipts for items of income and expenses.
- Perform data entry and recording of financial transactions including, but not limited to inventory sales, contributions, preparing checks for signature, balancing checking account, weekly deposits, payroll, and quarterly taxes.
- Maintain lists and records manually and on computer databases.
- Distribute monthly and annual financial statements.
- Prepare and distribute a monthly list of contributions from AA groups and other sources.
- Maintain all financial records on a calendar basis, in support of the Treasurer.
- Provide NVI’s accountant the financial information needed to prepare the annual NVI tax reports.

- Compile competitive bids from service providers.
- Raise issues to the Steering Committee and/or Standing Committee chairs as needed.
- Support NVI Board of Directors, which includes:
  - Attending NVI Board meetings
  - Preparing/making available copies of the pertinent reports at these meetings (e.g., monthly minutes, agenda, contributions list, call record list)
  - Performing special projects as requested by the Board, the Steering Committee, and the NVI officers
- Take initiative in correcting deficiencies and improving the operations of the NVI office.

### **Qualifications:**

- Four plus years of continuous sobriety in AA and a sponsor.
- Outgoing personality with excellent verbal and written communication skills.
- Comfortable with computers and skills such as Windows operating system, connecting peripherals (e.g., printer, external display, mouse), e-mail, and office programs such as Microsoft Office to conduct word processing, spreadsheet creation/manipulation, and presentations.
- Excellent organizational skills and attention to detail.
- Comfortable with online systems involved in banking, payment processing (e.g., VENMO), etc.
- Basic bookkeeping.
- High School diploma or equivalent.
- Physical ability to organize office including ability to move contents of boxes weighing up to 60 pounds.
- Willingness to learn.
- A consistent and varied history of service in AA groups, districts, areas, general service, etc. is beneficial.

### **Compensation and Benefits**

- Pay commensurate with experience (two pay periods per month)
- Flexible scheduling for full time hours (approximately 9am – 6 pm)
- Paid time off, including:
  - Vacation leave, which accrues at a rate of five (5) hours per pay period
  - Seven Holidays plus two personal days
  - Sick leave, which accrues at a rate of two (2) hours per pay period and not to exceed 48 hours annually
  - Compensatory time accruing for attendance at NVI functions such as board meetings
- Contributions toward healthcare and a retirement fund
- Free Parking

March 6, 2023

**Job Location**

Work will be performed at the NVI offices in Fairfax, VA.

Direct inquiries to: [Steering@NVIntergroup.org](mailto:Steering@NVIntergroup.org)