

Notes/Research on Central Office Job Descriptions

From 2017

04-21-2017 (manager resigned, 4/28/17)

The position is open to a member with five or more years of sobriety. While business office experience is desired, it is not a requirement. The new co-manager should be someone who can bring their organizational skills and experience to Central Office, and be willing to do whatever needs to be done to keep Central Office running as smoothly as possible in its work of providing support and services to members and groups and those coming to AA for the first time.

This position calls for being somewhat flexible as to the schedule which involves approximately 15-20 hours/week.

For a better understanding of Central Office, please refer to the Service Board By-Laws which can be found on our website aaneworleans.org under the “resources” tab and clicking on “printable literature.”

Anyone interested can speak to a Service Board Trustee or contact Central Office 836-0507

04-21-2017_2

4/21/17...draft: Ofc coordinators, mgr, “secretary”

***RECOVERY & BUSINESS: carry msg...Trad 9: Serv Bds....T-8: special workers

-coordinate & support efforts to carry msg

*Qualifications: min. 5 yrs sobriety....

-flexibility & do what needs to be done

-cen ofc: sales/inventory.....bank deposits.....volunteers.....

-communications: email....phone....bulletin/website

-bank, bookkeeping, CPA

-bulletin (Publisher)

-email

-equipment

-hotline, answerphone

-Inventory & POS

-mtg books

-open, close

-stamps

-Vols

-website (WordPress)

12-12-2017

Ver. 12/12/17

OPEN POSITION AT CENTRAL OFFICE....

Tradition 8: *Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.*

This part time position is open to a member with four or more years of sobriety; and business office experience is desired. The candidate should be someone who has organizational skills

and is willing to do whatever needs to be don't to keep Central Office running as smoothly as possible.

While there is a work schedule, the position calls for flexibility with hours, including some Saturdays. It is estimated that the hours will be about 25/week.

The candidate needs to be comfortable with computer technology because the job calls for updating the meeting schedule, posting events/items to website, and producing the monthly bulletin. Other tasks include office supplies inventory/ordering, processing bills for payment, and working with Volunteers, including Service Board Officers.

While Central Office needs to be run like a business, it is primarily in the business of carrying the message: providing support and service to members and groups and those coming to AA for the first time. Experience with the Greater N.O. Service Board Answerphone/12th Step Committee is desirable. In addition, experience as a Central Office Volunteer would be helpful.

Please contact Service Board Officer(s) c/o office@aaneworleans.org, to provide introductory information if interested in applying.

12-19-2017

Ver. 12/19/17

OPEN POSITION AT CENTRAL OFFICE....

Tradition 8: Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

This part time position is open to a member, preferably someone with business office experience. The candidate should be someone who has organizational skills and is willing to do whatever needs to be done to keep Central Office running as smoothly as possible.

While there is a work schedule, the position affords flexibility with hours. The standard Central Office weekly schedule is just under thirty hours per week, including Saturdays. It is estimated that the hours for this position will be about 25/week.

The candidate needs to be comfortable with computer technology because the job calls for updating the meeting schedule, posting events/items to website, and producing the monthly bulletin. Other tasks include office supplies inventory/ordering, processing bills for payment, and working with Members and Volunteers, including Service Board Officers.

While Central Office is a business, it is primarily in the business of carrying the message: providing support and service to members and groups and those coming to AA for the first time. Experience with the Greater N.O. Service Board Answerphone/12th Step Committee is desirable. In addition, experience as a Central Office Volunteer would be helpful.

Please contact Service Board Officers c/o office@aaneworleans.org, to provide introductory information if interested in applying.

11-30-2017 Special Workers (“Coordinators”, “Asst. Managers”)

Tradition 8 says “our service centers may employ special workers.” The Service Board is accepting resumes from anyone interested in becoming part of the Central Office coordinators team. This is a part time job which shares office duties with one or two other coordinators. The 2-3 special workers cover a total of 27 – 31 hours a week so that would make it an estimated 10-15 hours/week.