

GREATER MINNEAPOLIS INTERGROUP
JOB POSTING

PART TIME OFFICE POSITION

There is a part time opportunity available at the Intergroup Service Office! If you enjoy working with people and have an interest in office operations, why not consider being a "Special Worker". (Tradition 8)

- Scheduled a minimum of 15 hours per week
- Serves as a literature fulfillment and administers sales transactions
- Assists with general office duties
- Represents Alcoholics Anonymous to visitors
- \$13.00/hour
- Eligible for limited vacation and holiday benefits
- Not eligible for medical benefits

We're looking for you, if you have the following qualifications:

- Minimum 1 year sobriety
- Active participant in Alcoholics Anonymous
- Willing to apply the 12 Traditions in the work place
- Computer experience necessary
- Entry level office administration skills helpful
- Good interpersonal skills
- Ability to work with regular interruptions
- Available to work during regular office hours which would include some evenings until 7pm and some Saturdays until 1pm

Want to be considered for this position? Submit your resume with AA and work background by mail, email or drop it off at Minneapolis Intergroup by:

February 10, 2021

Greater Minneapolis Intergroup
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