

Posted: October 1st, 2024

GREATER MINNEAPOLIS INTERGROUP JOB POSTING

FULL TIME OFFICE MANAGER POSITION

Minneapolis Intergroup, a not-for-profit organization, is pleased to announce an opening for the full-time office manager position at the Intergroup Service Office! If you enjoy working with people and have experience in small business office operations, why not consider being a "Special Worker" for Minneapolis Intergroup. (Tradition 8)

GENERAL DUTIES

Maintain a sound balance between business functions and vital services

- Responsible for the Profit and Loss performance of the office
- Manage Office staff and volunteers
- Work closely with all Intergroup board and event committees to provide information helpful to maintaining all services
- Conduct financial operations including daily sales activity, banking, inventory, audits and reporting
- Ensure compliance with all Federal, State and Local tax and business law requirements
- Effectively communicate with the A.A. community and general public
- Facilitate communications with the General Service Office and other A.A. service entities
- Represent A.A. and Greater Minneapolis Intergroup on behalf of Metro Area groups and visitors
- Provide consistent support and direction for all Intergroup vital services

QUALIFICATIONS

- Minimum 7 years sobriety
- Active participant in Alcoholics Anonymous (i.e. home group, steps, sponsor, etc.)
- Ability to apply the 12 Traditions and 12 Concepts in the work environment
- Computer skills in WP/Website Ability, Word, Access, Excel, QuickBooks and Publisher
- Experience with 501c(3) organizations preferred
- Available to work wide range of hours including some evenings and weekends
- Work a minimum of 40 hours per week, including on call and after-hours time commitments
- Demonstrated ability to solve problems, resolve conflicts, and work with regular interruptions
- Strong interpersonal skills
- Must have a valid driver's license and reliable transportation

BENEFIT INFORMATION

- Eligible for Personal Time Off, 403b retirement, medical and dental benefits, and competitive wages

Would you like to be considered for this position?

Submit your resume, including AA and professional business background,
by mail, email or drop it off at Minneapolis Intergroup to the attention of:

Board Chairperson
Greater Minneapolis Intergroup
7204 West 27th Street, #113
St. Louis Park, MN 55426-3112
Manager@aaminneapolis.org

Deadline for Resume Submission: Wednesday, October 30, 2024

No Phone Calls, Please