

Heartland Intergroup Office Manager Position Opening

Resumes must be in by January 25th for consideration.

We are immediately accepting applications for the Heartland Intergroup Office Manager position, which requires a minimum of two years continuous sobriety. This is a part-time paid position, with a starting salary of \$1,300 per month. The position requires a schedule of 20 hours per week, with flexibility as to what hours are covered within the office's schedule. **To be considered for the position, please submit your resume to officemanager@heartlandintergroup.org.**

ARTICLE VII of the Intergroup Bylaws:

DUTIES OF THE OFFICE MANAGER

The duties and service obligations of the Intergroup Manager include, but are not limited to the following:

A. Management Duties:

- a. Responsible for proper office maintenance.
- b. Ensure office is manned during open hours.
- c. Handle correspondence and maintain filing system.
- d. Pay bills (including signing checks) and make timely deposits. (N.B. There are checks & balances to ensure honesty/accuracy. Both the Chairman and Treasurer have password access to all accounts.)
- e. Maintain inventory and place timely orders.
- f. Provide contribution lists to newsletter editor for publication.
- g. Select, approve and train who shall work at the direction of the office manager.

B. AA-Related Duties:

- a. Maintain up-to-date confidential 12-Step lists and notify answering service of changes.
- b. Monitor office logs daily, insuring that 12-Step calls are responded to in a timely manner.
- c. Keep postings of AA communications & AA event flyer postings current.
- d. Provide up-to-date meeting lists.
- e. Oversee newsletter publication and maintain database for approved mailings.
- f. Up-date group information & contact person whenever possible.

C. Public Relations:

- a. Maintain contact with District, Area & GSO, and share information with Intergroup Representatives and officers.

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D. Attend annual Intergroup Office Managers Seminar and prepare report for Intergroup Representatives meeting. (Reimbursement is made for expenses related to this seminar.)

E. Fiscal Responsibility - The office manager is expected to run the office in a fiscally responsible manner and keep on hand the tools necessary to accomplish that. This may include purchasing items needed to perform a variety of tasks. Should the cost of these items exceed \$200.00, the manager must get approval from the representatives prior to purchase. Purchase of inventory and general office supplies are not governed by this limitation.