

OFFICE ASSISTANT Job Description

The **Office Assistant** works at the direction and under the supervision of the Associate Director of Ops and other part time staff. The following is a general description of the various duties and expectations of the Office Assistant:

1. General office work such as data entry, filing, monitoring inventory and supplies, etc.
2. Accurately processing contributions and the sales of books and other literature and pamphlet inventory items
3. Stocking shelves and general office order and cleanliness, including coordination of work performed by janitorial and maintenance personnel
4. Handling all mailings, including bulk mailings as needed
5. Recruiting, training, and monitoring volunteers as needed
6. Database maintenance, including data entry and assuring accurate, current information
7. Printing of Meeting Directories, the newsletter, Central Office documents, and requests from all local service committees and groups as needed
8. Processing group insurance applications and records, as indicated by the Associate Director of Operations

The Office Assistant will work closely with the staff and volunteers to accomplish the following:

1. Responding to member questions, concerns, and suggestions
2. Cooperation and coordination with other AA service entities
3. Providing information regarding local and other AA functions and staying informed of local Intergroup Council, IG Standing Committees (Diverter, Activities, Outreach, Web Committees) and H & I, PICPC, SCCYPA and other AA service groups
4. Honoring the Traditions in all activities and operations