

Full-Time Job Available



INTER-GROUP
ASSOCIATION OF A.A.
OF NEW YORK, INC.

POSITION DESCRIPTION

TITLE: Office and Literature Coordinator

Primary Job Summary:

Daily process literature sales, donations, and ticket sales in Point of Sale register and QuickBooks Financial system; Print and Email daily donation receipt letters to Groups and Members; Purchase literature and maintain complete book/coin inventory; Purchases for CTFC literature packages; Upkeep and repair of office equipment including copier and postage machines; change ceiling lights; file cabinets; wall fixtures; etc. Daily organization and function of the front office including calling/assisting volunteers; inquiries; bulletin boards; flyers; forms; hospital desk binders. Print monthly Anniversary Club cards and track members in POS, prepare member correspondence and file documentation of special projects including production and contact sheets (including moving materials to/from location). Prepare and oversee Delegates Meetings mailings four times a year and prepare borough sign-in sheets. Make updates to the NYIG website in WordPress including updating A.A. Meetings/Update calendar/Event info with flyers. Clean-up of main office and rooms' daily. *** Performs additional work-related duties as assigned by Executive Secretary.

Work Schedule: *(revised 11-29-2017)*

- Full-Time: 40 hours per week
 - 9:00am – 5:00pm Tuesday, Wednesday, Thursday, Friday, Saturday
- One Saturday each quarter for Delegates' Meeting in March, June, September, and December
 - 6:30am to 2:30pm
- Attendance at four weekend Special Events:
 - Big Meeting - CTFC Dinner - Old Timers Speaker Meeting - Bill W. Dinner

Compensation:

- \$41,000.00 – \$44,000.00 Annual Salary Annual Salary *(Commensurate with experience)*
- Company Benefits:
 - Individual Insurance Coverage for Medical, Dental, Vision Health Coverage and Partial for Family *(*After 90 Days of Probation Period)*
 - 403(b) with Matching Plan *(*Company % Match after 6 Months as outlined in Retirement Package)*
 - Generous Paid Annual Leave, Sick Time, Personal Leave, and Holidays *(*Outlined in Job Offer)*

Primary Job Summary and Essential Functions:

- Daily entry of all transaction in POS. Shipping of literature orders. Calculating out of city sales tax for UPS orders (tallied quarterly for Sales tax). Printing daily Sales Receipts and acknowledgement letters. Oversee Literature Room including: ordering, receiving and pricing of AAWS and Grapevine literature in POS system with pre-approved Purchase Orders (on website/order forms). Inspection of inventory including the return and/or refund of damaged merchandise. Check answering machine and fax machine every morning and distribute messages/requests accordingly.
- Weekly literature transaction reports (emailed to Executive Secretary) including profit and loss margins and trends, including ticket sales updates. Confirm literature room is organized and clean.
- Responsible for the daily organization and function of the front office to ensure a daily minimum of three volunteers to answer phones for 3 separate shifts plus 1 volunteer for Call Forwarding. Train Hospital desk Volunteer if needed to confirm each volunteer completed contact form, had an orientation, and understands volunteer handbook. Set up conference area every day at 3:00pm for committee meetings, including arrangement of furniture and providing supplies and requested printed documents.

- Schedule volunteers to help with the direct mailings and operational needs of the four [4] Committee Chairs, six [6] Area Representatives, and [300] Delegates and [500] Group Officers. Print letter and labels from Excel. Update rosters and members lists. Send out monthly Anniversary Club envelopes from POS. Maintain database of monthly CTFC donations and pink can contribution receipts. Print monthly CTFC purchased literature.
- Make updates to the NYIG website in WordPress including updating A.A. Meetings/Update calendar/Event info with flyers. Update annual calendar dates and flyer.

Necessary Roles Outlined:

- Track donations/literature/ticket sales in the Point Of Sale and QuickBooks accounting program. Maintain website donations and form communications. Print / Email group and member thank you letters as needed. Track in Excel and POS sold tickets for Bill W. Dinner and CTFC Dinner.
- Create annual calendar with all event and meeting dates/times/locations. Schedule all Inter-Group committee/area/special events in Outlook Public Calendar that matches website. Distribute each corresponding flyer to each committee/delegate; post in office, website, meeting book; mail to AA entity offices. Update production worksheet and timeline for each meeting and special event 60 days in advance. Attend Bi-Monthly nightly committee meetings as needed.
- In conjunction with Committee and Website Coordinator: Assemble policies and procedures to distribute to Volunteers, Committee, and Area Representative Members; maintain confidential database and schedule of A.A. Members, Officers, Phone Volunteers, Office Help, and 12 Step Contacts in QuickBooks/Excel.
- Collect and print in advance agenda, minutes, and contact list for BTG/CTFC/GR/PI/VOL Committees and the Area Forums including Steering Committee Members. Scan and file for historical purpose. Work with CTFC Secretary to maintain name of each prison/intuition that receives free literature. Scan each BTG request, submit, and create monthly log. Review Sober News for date and event accuracy and archive each issue for GR. Supply Public Information Chair with letters and pamphlets for school and centers. Keep confidential contact forms/worksheets for each of the 650 Volunteers locked up and secure.
- Daily clean-up and organization of the literature room, volunteers' desks, reception area, storage room, data room, CTFC storeroom, coat and electrical closet, restroom. Vacuum all offices and ensure bathroom is stocked with supplies. Maintain a weekly record of items, materials, and supplies stored in rooms, cabinets, and boxes. Order supplies as needed upon approval from Executive Secretary. Follow check list.
- Preparation for periodic Audit of Literature Room with Committee Coordinator (includes count and tally of over 10k items for/by auditors. (May not take Annual Leave during this time: last 5 days in the month of June and 5 first days in July).
- Answer INFO computer emails and inquiries daily and give Committee and Website Coordinator updates submitted for the website. Prepare and submit weekly progress reports. Create quarterly Delegates mailing/emailing according to By-Laws schedule. Print and merge letters and labels from Excel for monthly event direct mailings
- Mailing of Sober News and Special Events to other A.A. entity and Inter-Group Offices in the tristate area and major national cities (Chicago; Los Angeles; San Francisco; Oakland, etc.). Collect flyer from each event and put into archives.
- Adheres to company policies and procedures.

Required Credentials:

- Bachelor's Degree preferred.
- Excellent POS and QuickBooks experience to calculate sales orders; enter contributions; track literature inventory daily; group and member receipt letters
- Proficient in Excel, MS Word.
- Exceptional in WordPress and Website content.

Professional Qualifications:

- Minimum five (5) years' experience in working a sales register/tracking inventory/office machine maintenance/office assistance skills.
- Ability to function effectively in a non-profit organization where there are multiple demands on a daily basis.
- Must be self-starter with initiatives; ability to multi-task and work independently with a helpful and positive attitude.
- Excellent organizational and time management skills with superb customer service.

AA Requirements:

- Applicant must be an active Member of Alcoholics Anonymous with a minimum of three (3) years continuous sobriety.
- Regular attendance at AA meetings.
- Familiarity with A.A. General Service and knowledge of the Twelve Steps and Twelve Traditions.
- Employee maintains confidentiality regarding A.A. contact information.

Physical Capability:

- Lifting: small to large boxes (35lbs. to 50lbs.)
- Moving files, folders, and packages (bending and lifting involved).
- Ability to clean and paint walls /doors.
- Change ceiling lights and hang bulletin boards.
- Daily clean-up of offices.

** NOTE: Job Description is not intended to be an all-encompassing list of responsibilities, skills, or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities.*

Inter-Group Association of A.A. of New York, Inc. is committed to Equal Opportunity Employment

Please send via email, FAX, or USPS the following:

- Cover Letter
- Resume
- A.A. Continuous Sobriety Date/Experience

Inter-Group Association of A.A. of New York, Inc.
307 Seventh Avenue
Suite 201
New York, NY 10001

Attn: Human Resources

Email: FTOfficeLiteratureJob@nyintergroup.org

FAX: 212-647-1648

Please no telephone calls.

(Post revision 11/29/2017)CT/StCo