Assistant Manager

Minimum 5 Years Continuous Sobriety

JOB RESPONSIBILITIES

TRADITIONS

- Knowledge of 12 Traditions/Concepts and their application to Intergroup.
- Be the focal point for questions from groups regarding Traditions.

ADVISORY COMMITTEE RELATIONS

- Assist manager for a 7-member volunteer Committee who are elected by the AA fellowship.
- Maintain an ongoing relationship with all Committee members during their term of office.
- Open communication with the Committee is an important part of the management duties.

FINANCIAL

- Responsible for the financial integrity of CO.
- Maintain an accurate inventory of all items sold at CO.
- Responsible for helping with a monthly report ensuring detailed, accurate numbers, including itemized expenditures, contributions by groups and individuals, sales, office maintenance (payroll, taxes, insurance), and accurate inventory numbers (cost of goods sold and inventory on hand).
- Prepare an annual financial report due in December this year but in late January in the future.

MANAGE BOOKSTORE

- Make sure the Office is open at committed hours.
- Ensure volunteers are available to answer phones.
- Maintain volunteer schedules.
- Create and maintain the 12th step list.
- Train and staff bookstore volunteers.
- Maintain accuracy of all financial records of the CO, including contributions, receipts, and disbursements.

UPDATE GROUP INFORMATION

- Maintain an up-to-date Meeting Directory in print and online.
- Update information on groups: location, Treasurer, etc.
- Assist new groups in getting started when appropriate.
- Maintain an accurate group mailing list for use by AA groups.

WEBSITE

- Maintain accurate information on the website, including Group information as noted above, group events, convention info, and any other information to keep the AA in the San Mateo County area informed.

AFTER HOURS PHONE SERVICE (TELESERVICE)

Maintain the Grasshopper Web Site, ensuring all phone numbers for the week are accurate.

Check all phone calls in Grasshopper for missed calls.

PUBLIC RELATIONS

- Cooperate with various District and Area committees and other Central Offices as appropriate.
- Periodic communication with GSO.

CORRESPONDENCE

- Send thank you letters to individual donors and AA Groups and all who contribute funds and services.
- Handle all correspondence and email.

ADDRESSING WORKLOAD ISSUES

- Utilize volunteers wherever possible.
- Work on resolving issues with the Point of Sale (POS) system and QuickBooks.
- Forward all requests for action to the appropriate Board committee chairs and document what is asked of you by the Board chairs.
- Coordinate with the Special Events chair for events like Anniversary, Chili Cook-Off, and Volunteer Appreciation, documenting what is asked of you by the Board chairs. Report to the Board.