

JOB DESCRIPTION OF ASSISTANT

Qualified applicants will have at least 3 yrs of continuous sobriety, and have volunteered at the office or worked at the office before. Be willing to take direction. Personable. Has a firm knowledge of our 36 principles and understands our singleness of purpose. Has a good working knowledge of our Central Office & the services we provide. Open communicator. Is able to work at a computer, and update basic documents. Carry and lift cases of books/paper. Flexible schedule, 20 hours a week, when scheduled it is important to be present and on time. Other duties as assigned.

General Duties

- Open office at 9am and close office at 5pm Tuesday thru Friday depending on shift.
- Start the volunteer computers and log into QuickBooks, our website and Small Chat/Slack. Notify manager if there are ANY problems with computers.
- Help process contributions, Program phones, input new Central Office Delegates
- Check volunteer calendar. Help schedule and train volunteers.
- Long Timers Birthday Postcards
- Help with the general upkeep of the office, i.e. empty trash, clean bathroom, vacuum, empty recycle bins./with help of volunteers
- Assist volunteers with customer service especially when it is busy.
- When volunteers are unavailable, help answer phones. Take and relay messages to manager.
- At the end of the day put away any excess funds in cabinet.

Night Watch

- Keep Night Watch packets updated, with new date on cover and update list.
- Program the phones T-R at 1PM. Let the Night Watch Coordinator know if someone did not call in their shift/ or of significant changes.

Literature

- Receive literature shipments and other deliveries; put stock and supplies in their proper place. Give packing lists and receipts to the manager.
- Ensure that the stock room is in order and inform the manager of literature needs every shift (soft covers on top shelves; heavy/hard cover on floor and lower shelves).

Last Drop

- Print Last Drop mailing labels.
- Help with assembly of monthly printing of the Last Drop mailing and Mailchimp eNews.

Volunteers

- Help with the scheduling of the volunteer staff.
- Assist volunteers and be available to answer questions.
- Update resource manuals when there are significant changes.
- Help with the training of volunteers.

- Assist volunteers with customer service especially when it is busy.
- Be able to complete any of the duties outlined in the volunteer training manual.

Contributions

- Help process contributions and send out receipts.

Meeting Changes and Other Updates

- Take requests for meeting changes and contact changes.
- Help update meeting information in the backend of our Wordpress website.
- Assist in daily database updates & updating Central Office Delegates

Events

- Be available to assist at events such as Unity Day Picnic (June), Long Timers Brunch (November), and State Convention or other events where we are asked to show up with literature.
- Needs to be available to work most of September & cover the office when the manager is gone for the week of the National Intergroup Central Office Manager's Seminar (usually last weekend in September).

Is able to work at a computer. Is familiar with Google Workspace (Google Docs, Sheets, Calendars)
Is willing to become familiar with MailChimp, Wordpress and Salesforce.

Compensation: This is an hourly rate job, in person.

Hourly Rate \$21-23 hr, 20 hrs a week (two 8 hour shifts one 4 hour shift), no benefits but there is paid time off.

Email experience to: denveraa@daccaa.org