



# ALCOHOLICS ANONYMOUS

4311 Wilshire Boulevard, Suite 104, Los Angeles, CA 90010  
Post Office Box 70159, Los Angeles, CA 90070-0159  
Phone (323) 936-4343 • Fax (323) 936-8729  
E-mail: [info@lacoaa.org](mailto:info@lacoaa.org)

---

**Position:** Office Manager

**Immediate Supervisor:** The Compensation Committee: of the Central Service, with oversight by the Trustee.

**Overview:** To manage and conduct all the day-to-day operations of the Los Angeles Central Office of Alcoholics Anonymous in a smooth and efficient manner. To lead, oversee and provide a safe and positive working environment for all office staff and volunteers. To ensure that the office is a place where all feel welcome.

## **Primary Responsibilities:**

- Supervise and train office employees and volunteers
- Conduct performance evaluations with Compensation Committee of office employees, per the office Personnel Policy Manual
- Re-Order book and literature – as needed - quarterly inventory reconciliation & annually
- Re-Order and maintain general office supplies and materials for the continued efficient operation of the office
- Receive, account for and deposit contributions in accordance with AA's 7th Tradition and office policy
- When requested work with – CPA, Bookkeeper and Treasurer to ensure they have a necessary document to complete monthly reports
- Serve as a member of the Financial Committee and as one of the three co-signers on the financial accounts
- As needed - Assist the website committee to maintain the content of [www.lacoaa.org](http://www.lacoaa.org) according to office website guidelines
- Attend all Intergroup Association and CSC meetings & have written report of related Central Office activities from the month

## **Education & Experience:**

- Minimum of two years' experience in a similar position
- Working knowledge of Microsoft Word, Excel, Microsoft Office Suite
- Working knowledge of Access or another database software desired
- Customer Service
- Demonstrate positive email etiquette
- Maintain a calm and professional demeanor

## **Job Specs:**

- Annual Starting Salary of \$53,000.00, based on a 5-day, 40-hour work week.
- Sick Days, Vacation Days and Holidays as outlined in the Los Angeles Central Office Personnel Policy Manual
- Annual Reviews with the potential for performance-based pay increases. Reviews will be conducted by the Trustee and another member of the Compensation Committee.
- Health Insurance and Cell Phone Plan provided