

Job Description Office Administrator

Cape Cod Intergroup of Alcoholics Anonymous

Position Overview

Cape Cod Intergroup of Alcoholics Anonymous is supported by the voluntary cooperation of its member groups and exists to provide services that individual groups cannot easily perform alone. The Office Administrator is a trusted servant who supports these services by managing the daily operations of the Intergroup office and serving as a consistent point of contact for AA members, groups, committees, and the public.

The Office Administrator plays a key role in maintaining continuity, accessibility, and accurate information while supporting Intergroup's mission in keeping with AA's Twelve Traditions.

Purpose of the Role

To support the primary purpose of Alcoholics Anonymous by assisting Cape Cod Intergroup in providing information, coordination, and services to AA groups and members, helping ensure that the message of recovery is available to those who seek it.

Key Responsibilities

Office Operations

- Maintain regular office operations, including phone coverage and welcoming visitors
- Ensure the office remains organized, functional, and accessible
- Coordinate office closings and communicate them appropriately

Communication & Information

- Provide accurate AA information to members, groups, and the public
- Maintain and distribute current meeting lists in coordination with groups and districts
- Assist with preparation and distribution of the monthly Intergroup newsletter and other communications
- Maintain updated lists of groups, contacts, and volunteers

Literature, Donations & Financial Coordination

- Oversee literature sales and inventory
- Record donations and sales in accordance with Intergroup practices
- Coordinate closely with the Intergroup Treasurer and accountant
- Submit work hours for approval and payroll processing

Support of Groups, Committees & Volunteers

- Support Intergroup committees and volunteers with coordination and information
- Provide orientation and ongoing support to office volunteers
- Maintain cooperation with District committees and other AA service entities

Steering Committee & Intergroup Participation

- Prepare agendas and materials for monthly meetings
- Attend monthly Steering Committee and Intergroup Representatives meetings
- Participate in Steering Committee discussions with a **voice but no vote**
- Bring matters requiring attention or action to the Steering Committee

Qualifications & Skills

- Working knowledge of Alcoholics Anonymous and its Traditions
- Respect for confidentiality and discretion
- Strong interpersonal and communication skills
- Experience with general office procedures and computer systems
- Ability to work independently while cooperating with trusted servants and volunteers

Compensation & Hours

- Hourly rate: \$20–\$25 depending on experience
- Schedule: Approximately 25 hours per week

Supervision & Accountability

The Office Administrator is employed by and accountable to the Cape Cod Intergroup Steering Committee. The position operates within Intergroup policies and procedures and in cooperation with the Treasurer, Chair, and other trusted servants.

Spirit of the Position

The Office Administrator may be the first—or only—contact someone has with Alcoholics Anonymous. The role calls for patience, kindness, and humility, reflecting AA's principles of service, cooperation, and responsibility.