

Cape Cod Intergroup is seeking an Office Administrator to support daily office operations, communications, literature sales, and meeting updates. This role requires strong organizational skills, clear communication, and a service-oriented approach.

How to Apply for the Office Administrator Position

If you are interested in the Office Administrator position, please email the Steering Committee Chairperson with the information listed below:

Please include the following information in your email:

- Your name and contact information
- Your home group
- Brief AA service background (if any)
- A short statement about why you're interested in the position
- Any relevant office or administrative experience

Email: cca.officialmanager@gmail.com