

MADISON AREA INTERGROUP CENTRAL OFFICE

MAICO EMPLOYMENT OPPORTUNITY

Position Available: Office Manager

Location: 2000 Engel St-Suite 104, Madison

Base Salary: \$22 per hour

Start Date: March 1, 2023 (latest)

Regular Hours: 11:00AM–6:00PM Monday through Friday

Requirements:

- 5 years minimum continuous sobriety in Alcoholics Anonymous
- 1-year Office Manager/Customer Service experience
- Strong data entry skills (Microsoft Office suite and QuickBooks used)
- Strong interpersonal skills grounded in A.A. principles and the 12 Traditions
- Understanding of and dedication to MAICO's mission in A.A. (see aamadisonwi.org)

Routine Tasks:

- Answer phone
 - provide meeting and general information
 - provide 12-step support and referrals
 - receive merchandise orders
- Welcome visitors and serve customers
- Maintain 12-step list for office and answering service use
- Manage inventory and order merchandise and supplies
- Receive and process contributions
- Process and ship merchandise orders
- Reconcile daily cash/credit card sales; prepare and deliver bank deposits
- Approve and pay bills
- Report to MAICO Steering Committee and Reps monthly
- Maintain paper and electronic filing systems
- Assist tech person with website updates
- Maintain cleanliness and organization of office area
- Train and support office volunteers
- Facilitate publication of quarterly newsletter w/volunteer
- Perform semi-annual physical inventory w/volunteers
- General administrative/office duties

Occasional responsibilities include 1) paid organization of materials/volunteers for and attendance at various workshops and conferences; and 2) paid attendance at monthly Steering Committee and Reps meetings; and 3) paid time for bank/post office run (average once per week)

Benefits:

- Six (6) paid holidays per year (42 hours)
- After 6-month probationary period, eight (8) days PTO (56 hours)

Please email cover letter/resume by January 31, 2023, to: pamandscott@charter.net