

December 2021

ANNOUNCEMENT: Job Posting Office Manager

FOR YOUR IMMEDIATE ATTENTION!!!

Southeastern Pennsylvania Intergroup Association of Alcoholics Anonymous is accepting applications for the full-time Office Manager position commencing February 2022.

Requirements are as follows:

- **Minimum of five (5) years continuous sobriety in A.A. with a working knowledge of A.A.'s (12) Steps, (12) Traditions and (12) Concepts**
- **Five (5) years office experience preferred**
- **Proficiency in Microsoft software (Word, Excel, Publisher) and QuickBooks**
- **Fast paced office environment, multi-tasking, attention to detail**
- **Strong supervisory skills**
- **High quality, effective communication and organizational skills**
- **College degree preferred**

Please send resume with salary requirements by February 1, 2022 via:

Mail to:

Attention: Chairperson

Southeastern Pennsylvania Intergroup Association

1903 South Broad Street - Second Floor

Philadelphia, PA 19148-2216

Or Email to: Chair@aasepia.org