

September 14, 2017

Dear group secretary,

Your Intergroup Operating Committee has begun the hiring process to replace our current Office Manager who is retiring early next year. It is anticipated that the replacement will start in March of 2018. Could you please read this letter to your group at your next business meeting and/or post on your bulletin board so that any interested and qualified members have time to consider applying for the position.

Applicants should have professional experience relevant to the position and a minimum of 5 years of continuous sobriety as suggested in the Greater Vancouver Intergroup Society Procedures and Guidelines.

Full information is available on the central office website at [www.vancouveraa.ca](http://www.vancouveraa.ca). Applications will be accepted until January 5, 2018.

Thank you

Doug G, Chair

Greater Vancouver Intergroup Society

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