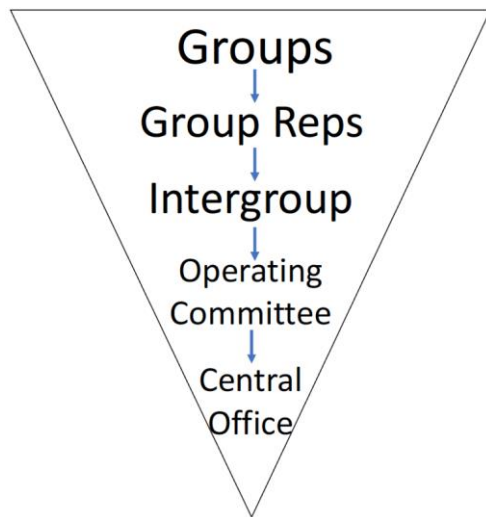


Organizational Description

The AA groups in the Lower Mainland cooperate in providing centralized services to all the groups within the Greater Vancouver area. These services are maintained by a service committee called Intergroup, which is directly responsible to the AA groups. Intergroup is financed by contributions from the groups within the area, each of which may elect a representative to participate in Intergroup meetings.

The purpose of Intergroup is to support AA groups in carrying the message of recovery by providing information about Alcoholics Anonymous to the AA community and members of the public. This support is delivered through a central office, which is operated by Intergroup. Intergroup subcommittees are responsible for carrying the message to various community groups, organizations and professional bodies.

The Intergroup Committee elects nine members of an Operating Committee and ensures that Intergroup and its subcommittees function as outlined in the Greater Vancouver Intergroup Operating Procedures and Guidelines manual as well as in accordance with the 12 Traditions.



Within the Vancouver Intergroup structure the Groups are the final authority.

The groups elect representatives to carry their group conscience to the Intergroup Committee and report back what happens at the Intergroup meetings.

The Intergroup body elects the Operating Committee who in turn has responsibility to oversee the running of Central Office.

Job Summary

As a Special Worker, the Intergroup Office Manager:

1. is a member of the operating committee. As an employee, reporting to the Greater Vancouver Intergroup Operating Committee, is responsible for overseeing the day-to-day operations of the Greater Vancouver Intergroup Office in accordance with the *Intergroup Operating Procedures and Guidelines*;
2. in compliance with the *Societies Act of British Columbia*, and under the guidance of the Greater Vancouver Intergroup Society Board of directors, advises and assists in the preparation of various filings required by legislation;
3. in conformance with established policies, is responsible for the oversight of office staff and monitoring of adherence to policies and procedures contained therein;
4. within budget and other parameters provided by the Finance Committee, is responsible for the bookkeeping, literature inventory, accounting, banking, finance and reporting functions of the society which has an annual operating budget of approximately \$375,000;
5. provides for the safety and security of persons, premises, records and information systems within the Greater Vancouver Intergroup areas of responsibility using current accepted practices and appropriate emerging technology;
6. facilitates carrying the AA message by overseeing scheduling, providing appropriate guidance, training, services and communicating opportunities for service to various groups, volunteers and sub-committees;
7. ensures that the Greater Vancouver Intergroup office is an effective and responsive node for group services by providing up-to-date meeting schedules, newsletters, bulletins and literature;
8. applies personal knowledge of *The Twelve Traditions of Alcoholics Anonymous* and *The Twelve Concepts For World Service* in dealings with employees, volunteers, committee members and the public and in collaboration with the appropriate AA entity.

N.B. The above summary is provided as a guide only and the full interim *job description*, as attached, together with the relevant sections of the *Intergroup Operating Procedures and Guidelines, 2016* (see Pages 18 & 31) should be consulted for both greater clarity and a more comprehensive description.

(over)

Key Skills and Requirements

The successful applicant will have demonstrated the following key skills:

1. Leadership – the ability to deal with people in such a way as to motivate, enthuse and build respect. This includes providing an office environment that is friendly and welcoming for visitors, employees and volunteers.
2. Integrity - the ability to adhere to standards and procedures, maintaining confidentiality and addressing inappropriate behaviour in a timely manner.
3. Adaptability – the ability to successfully adapt to changing situations and environments. This includes the ability to work under pressure and handle multiple priorities while managing time effectively.
4. Analytical and problem-solving skills - the ability to use creativity, reasoning and past experiences to identify and solve problems effectively. This includes the ability to use technology as a means of improving efficiency and solving problems.
5. Communication - the ability to communicate clearly and effectively including the capacity to listen, speak and write. This includes the ability to accurately interpret what others are saying and organize and express thoughts clearly.
6. Conflict resolution - the ability to resolve differences of opinion, style, or approach that are not easily resolved.

The successful applicant will have:

7. A minimum of five years of continuous sobriety within the program of Alcoholics Anonymous. The ability to explain the application of AA's 12 Steps, 12 Traditions and the 12 Concepts for World Service.
8. The ability to understand and oversee office budgets (annual, monthly and daily reconciliations), cash flow, bank reconciliation, inventory management and financial reporting requirements. In addition, the successful applicant must be familiar with how to operate accounting programs such as Sage or similar.
9. Strong Microsoft Office skills.
10. Supervisory/management experience.
11. Familiarity with the *Societies Act of BC* would be an asset.
12. Experience coordinating and managing volunteers would be an asset.

How to Apply

Applications will be accepted by email to selection@vancouveraa.ca. Please include both your professional and A.A. service resumés. The deadline for application is **January 31st, 2018**.

All applicants will receive confirmation that the selection committee has received their application.

NB: Selected candidates to be interviewed will be advised as to time and place for interviews, currently anticipated for the third week in January. The Selection Committee will make recommendations to the Operating Committee in early February in anticipation of commencement of employment by the successful applicant in March 2018.