

# EMPLOYMENT OPPORTUNITY

We are looking for a full-time Assistant Manager at Vancouver Central Office. Paid employees are responsible to assist in the efficient day-to-day operation of the Intergroup office and report directly to the Intergroup office manager.

## ASSISTANT MANAGER

### PERMANENT FULL-TIME IN OFFICE

Start Date: January , 2025

Hours: 35 hours per week. Some weekend and evening shifts.

Salary: \$27.50—\$30/hr.

Location: 3457 Kingsway,  
Vancouver, V5R 5L5

#### Qualification & Skills:

Thorough knowledge of Twelve Steps and Twelve Traditions.

Working knowledge of Microsoft office programs (Excel, Word, Outlook).

Working knowledge of website administration

Bookkeeping and inventory management skills.

Experience with AA service structure.

Must be able to lift 10kg.

Paid employees must be active members of A.A. and have a thorough knowledge of the Twelve Traditions of Alcoholics Anonymous. Experience in the service structure of Alcoholics Anonymous, both general service and Intergroup service, is a valued asset.

The position involves preparing correspondence, newsletters, statements and other material, operate office equipment, answer telephones, verifying, recording and processing forms and documents such as meeting updates and Group Service positions and performing general clerical duties according to established procedures. A criminal record check will be required.

**To apply please forward your Employment Resume and a Service Resume to:**  
**[manager@vancouveraa.ca](mailto:manager@vancouveraa.ca)**

**Subject: 2025 Assistant Manager Position**

**Deadline to apply: Friday, Nov. 29th, 2024**