

Position Description

Office Administrator

Volunteer

AA Declaration

I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there and for that:

I am responsible

Responsible to

Office Manager/ Committee/ AA Groups

Tradition 2; For our group purpose there is but one ultimate authority – a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.

Purpose

The position of Office Administrator supports the NSCSO's services by being responsible for organising, updating and maintaining the Office Administration.

Duties & responsibilities

Your duties as Office Administrator are to include but are not limited to the following:

Office Administration

- Update and maintain Committee contact details and distribute.
- Update and maintain Office Handbook and Induction Manual.
- Update and maintain Office Procedure Manual.
- Maintain Computer and paper files
- Update and maintain office information for Office Volunteer use on 24 hour line ie AI-anon meetings lists, Drug and Rehab info etc.
- Maintain office stationery and stocks.
- Collate office statistics for reporting to Office meeting monthly
- Assist Committee members with administration needs ie updating Price lists, typing rosters etc
- Assist the Office Manager when necessary

Mail Outs

- Coordinate and manage the NSCSO Committee meeting monthly mail out for the 2nd week of the month
- Working with the Office Manager coordinate all Community Services Mailouts

Office Administrator – Position Description cont

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Volunteers

- Maintain and update Volunteer information for all services on MS Access.
- Update and maintain Volunteer Lists and rosters in the Volunteer Lists folder for use of the Office Volunteer.
- Send updated Volunteer lists to the relevant coordinators on a regular basis.
- Ensure numbers of volunteers for 12 Step and Bridging the Gap are maintain for service requirements.

Groups

- Update and maintain Group lists on MS Access
- Coordinate the updating and distribution of the Area E meetings list
- Update and maintain Group addresses for the mail outs
- Send out Group information update forms on an annual basis

Qualifications

Intermediate knowledge of Microsoft programs especially Word, Excel, Access and email.
Pleasant manner, problem solving ability, patience and dependability

Length of Appointment

The Office Administrator is assigned for 2 years from AGM. After the 2 years if there is no other volunteer for this position the current Office Administrator maybe reappointed.

Time Commitment

Number of hours per week to be agreed.

Sobriety Requirement

This position requires a minimum of 2 years sobriety

Location

The Office Administrator position may work from home if the volunteer has computer access and from the Office in St Ives.

Support

Training for this position will be provided. In addition, the Office Manager will be available for assistance.