

CENTRAL OFFICE OF ALBUQUERQUE, INC.

1921 ALVARADO DRIVE NE ALBUQUERQUE, NEW MEXICO 87110

(505) 266-1900

Steering Committee Position Available

Central Office Coordinator

Qualifications for Office: The Coordinator must have at least five (5) years of continuous sobriety, be a member of a listed AA Group, have previous experience with Intergroups or Central Offices, and an understanding of the mission of the office as it relates to the fellowship of Alcoholics Anonymous. A strong background in general service informed by the spirit of the Twelve Traditions and interpersonal communication skills utilizing that spirit and background are also required. Facility with current information technology and knowledge of laws and agencies governing the operation of non-profit corporations will be needed.

Duties of Office: The Coordinator shall keep the telephones of Central Office staffed at all times-making sure that, insofar as possible, a "live" alcoholic answers the phone who is able and willing to share his/her experience, strength and hope with the suffering alcoholic who calls for help.

The Coordinator will have the authority to make decisions on all matters of immediate importance pertaining to the smooth and efficient operation of the Central Office and will establish guidelines for desk and twelve step workers as well as keep an up-to-date list of twelve step workers and their phone numbers.

The Coordinator shall keep an inventory of literature on hand, order new literature and chips as needed, compile records of the number of phone calls received and their nature, and make regular reports to both the Steering Committee and the Intergroup's Representatives, and perform such other duties as necessary to maintain a businesslike and orderly office.

The Coordinator shall serve as a voting member of the Steering Committee in all matters excepting those pertaining directly to his/her job performance or salary.

To apply for this position: Typed resumes should be received at Central Office no later than January 5, 2021. Qualified applicants will be notified by the steering committee for an interview to take place at a time and place to be determined.

Start Date: March 1, 2021