

Off/Mgr Posting

Announcement: Part Time Office Manager Position



The board of Workaholics Anonymous is hiring a 20 hour/week contract Office Manager. Inquiries and interested candidates can send a cover letter and a resume to: Attn:WA Office Manager Committee by August 14th, 2022 to waofficemanager2022@gmail.com.

Workaholics Anonymous World Service Organization Incorporated Office Manager Position Description

The Workaholics Anonymous World Service Organization (“WAWSO”) Office Manager is a hands-on, part-time 1099 contract position that provides administrative support to facilitate the day-to-day operations and governance of WAWSO. This is a great opportunity to help support a non-profit Twelve Step program modeled after Alcoholics Anonymous. The Office Manager will work independently and virtually from their home location and will report to the WAWSO Board Chair, or a Board member designated by the Board Chair (known hereafter as the “Supervisor”).

The primary duties of the Office Manager are being the communications liaison between the WAWSO Board of Directors and other external parties, as well as supporting membership activities, monthly Board meeting activities, the annual WA Conference planning activities, and limited financial reporting support to the Board Treasurer.

The Office Manager is a 1099 contract position and may be located anywhere that lends itself to communication across the four US time zones and key international locations. The holder of this position must be willing to occasionally use a personal vehicle to run routine errands (expenses to be reimbursed) and to travel if requested to a national conference or meeting.

An initial prioritized work plan for a 20-hour work week will be provided and mutually agreed upon. The Office Manager and Supervisor will review and adjust the prioritized work plans quarterly and periodically meet to share two-way feedback with the goal of optimizing the role, as needed.

The WAWSO Office Manager scope of duties relate primarily to these five areas:

1. Member Support:

- Provide assistance to potential and existing members in finding WA meetings and obtaining WA resources
- Assist volunteer Meeting Registrar in maintaining up-to-date and easily accessible list of all meetings with correct contact and meeting access information
- Assist the Webmaster in keeping the website up to date, ensuring new information is accurately added and members’ website questions are promptly and accurately addressed
- Any other activities that may support WA members and meetings

2. Communications Liaison:

- Serve as the liaison between the WAWSO Board and other external third parties
- Answer phone live, if possible, and check phone messages daily
- Triage time sensitive messages with responses or forward to appropriate Board member or Committee Chair: e.g., finding a meeting, literature fulfillment, website/technology issues, responding to media requests within 48 hours with Board Chair

3. Board Support:

- Support Board Chair with monthly preparation for WA Board meetings and the Annual Conference, e.g., help prepare the agenda and supporting materials
- Participate, as needed, in monthly WAWSO Board meetings
 - Support the Board Secretary to manage WA Organization and Board meeting records and their electronic storage
 - As time permits within the quarterly work plan, provide other WA Committees and Board members with administrative support, as needed
 - It will be important for the WA Office Manager to keep accurate records of their time spent on WA business and report on it weekly.

4. Limited Financial Reporting Support:

Phase 1 [months 1-6]:

- Send thank you notes and letter of donation acknowledgements
- Deposit checks at the bank or through mobile banking

Phase 2 [after month 6 and training]:

- Data entry involving entering standard payments into the WAWSO accounting system
- Support the Board Treasurer, e.g., occasional interaction with WAWSO 3rd party accounting service, annual conference collections/refunds, etc.

5. WA Annual Conference Planning Support:

- Provide assistance to the WA Annual Conference Committee to prepare for the event and handle conference registrations, including fees and refunds
- Respond to members and potential members with information and help them register for the Annual Conference, workshops or other WA activities

Required Qualifications:

- High School diploma or equivalent
- Minimum three years of experience in a small office setting (profit or non-profit)
- Strong people skills
- Highly organized and detail oriented
- Strong written and verbal communication skills
- Ability to handle multiple duties, prioritize among competing demands and work with a small budget
- Proficiency using Microsoft Office and ability to learn software applications

Helpful, but Not Required:

- Some college
- Customer service experience
- Understanding of 12-step programs is a plus

Salary:

- \$20-30 per hour range, commensurate with experience and cost of living in home location
- 20 hours per week
- Flexibility for additional hours over 20 per week, as needed and mutually agreed upon by the Supervisor and Office Manager, is a plus (e.g., when preparing for the annual conference).