

Job Announcement:

Part-Time Office Administrator

The Board of Workaholics Anonymous is hiring a 15-20 hour/week contract Office Administrator. Inquiries and interested candidates can send resume and cover letter by November 30, 2024, to: office@workaholics-anonymous.org

Job Description:

The Workaholics Anonymous World Service Organization (“WAWSO”) Office Administrator is a hands-on, part-time 1099 contract position that provides administrative support to facilitate the day-to-day operations of WAWSO. The Office Administrator is a valued member of the team, and this work is integral to the Board’s service to the Fellowship. S/he will work independently and virtually from their home location and report to the WAWSO Board Facilitator, or a designated Board member.

The Office Administrator may be located anywhere that lends itself to communication across the four US time zones and key international locations. Please note that our monthly Board Meetings and some of our Committee Meetings are held on Saturday mornings, U.S. time - this means that occasional weekend working is to be expected.

A prioritized work plan will be provided. This plan will be reviewed and adjusted quarterly, in collaboration with the supervising Board member, with the goal of optimizing the role, as needed.

Primary duties:

1. Member Support:

- Aid membership in finding WA meetings and obtaining WA resources
- Assist Meeting Registrar in maintaining accurate and up-to-date meeting information
- Assist the Webmaster in keeping the website up to date

2. Communications Liaison:

- Serve as the liaison between the WAWSO Board, the general public, and interested third parties such as members of the media and academic researchers
- Answer phone, and check phone messages daily during the week
- Triage time sensitive messages with initial responses before passing on to the Board

3. Board Support:

- Support Board with monthly preparation for WA Board meetings and the Annual Conference
- Participate, as requested, in monthly WAWSO Board meetings

4. Fulfillment Support:

- Serve as main contact for the two ‘on demand’ printers of our fellowship’s literature
- Follow up any queries and/or missing orders, and deal with any issues arising

5. Limited Financial Support:

- Send thank you notes and letter of donation acknowledgements, as needed
- Supporting the Treasurer and Vice-Treasurer, as requested

6. WA Annual Conference Planning Support:

- Assist the WA Annual Conference Committee with registration duties and other administrative and logistical tasks, as required

Required Qualifications:

- High School diploma or equivalent
- Minimum three years of experience in a small office setting (profit or non-profit)
- Strong people skills and good discretion
- 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
- Very proficient in Microsoft Office and able to quickly learn new software applications
- Working knowledge of, or willingness to learn, the W.A. Twelve Traditions and Twelve Concepts of World Service

Preferred Qualifications:

- Some college
- Customer service experience
- Understanding of e-commerce platforms (Shopify, WooCommerce or similar)
- Three (3) years membership in Workaholics Anonymous

Salary:

- Commensurate with experience
- \$25-30 per hour range, depending on experience and skill levels
- 15-20 hours per week
- Flexibility for additional hours over 20 per week, as mutually agreed upon

We recognize that people come with experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion are keys to excellence. Therefore, we encourage people from all backgrounds to apply to our positions.