

# Office Director Position Available

The Peoria Area Intergroup Association is seeking qualified individuals to serve as Office Director for the Association. The position is available and will likely commence on or before November 1, 2020. The existing Office Director will review and outline current tasks and duties of the position to assist transition. This notice and other information is available on our website: [aapeoria.org](http://aapeoria.org).

Interested Candidates should address the cover letter for their resume's to:  
Chairperson, Peoria Area Intergroup Association  
329 East Lake Street  
Peoria, Illinois 61614

Cover letters and resumes are due on or before Sept 24, 2020 and may be submitted in person, by mail or by email, ([peoriaintergroup@sbcgloabl.net](mailto:peoriaintergroup@sbcgloabl.net)). Interviews of selected candidates will be conducted in early October.

Candidates must have the following capabilities:

1. A valid Illinois driver's license without restrictions.
2. A dependable personal vehicle that the candidate will use to conduct Intergroup business.
3. The ability to lift 30-pound boxes and move within the box storage area.
4. A minimum of five (5) years sobriety.
5. The ability to interact positively in person and on the telephone with the membership of AA.
6. The ability to recruit, organize and lead volunteers in assisting with office staffing.

The following experience is desired:

1. Five (5) years or more within an office or administrative setting.
2. Experience with personal computers in business applications including accounts receivable and accounts payable software, use of spreadsheets, word processing, and desktop publishing software. The Office uses Quicken, Word, Excel, Google, Zoom and similar software.
3. Experience with developing and maintaining files and records.

This position is a part time salaried position with a minimum work schedule of 20 hours per week during the period of 9:00 am and 5 pm. The position requires attendance at Association Board and Committee meetings during evening hours between 6:00 pm and 9:00 pm on a normal basis of 1 to 3 meetings per month.