

## Seeking New Leadership in the D. A. General Service Office (GSO)

### Needham, Massachusetts, USA

The General Service Board of Debtors Anonymous is pleased to announce an open position for the essential and newly redesigned role of Office Manager in the Needham, Massachusetts office.

As stated in the General Service Office Brochure:

#### ***GSO Mission Statement***

*The mission of the Debtors Anonymous General Service Office is to provide timely consistent service and D.A. information to suffering debtors, D.A. groups, and other interested parties. Using the spiritual principles of the 12 Steps and 12 Traditions, the General Service Office facilitates communication and unity within D.A. and meets the challenges of a growing fellowship with professionalism and compassion.*

Anyone interested in filling this position should direct their application to Indeed.com at <https://www.indeed.com/job/office-manager-584ea77ced0a0521>

### Part time Office Manager of the General Service Office

The General Service Board of Debtors Anonymous seeks an individual to serve as a part-time manager of the General Service Office (GSO) in Needham Massachusetts.

Part-time hours 28-30/hours per week. Salary range \$20-25/hour, commensurate with experience

Essential Qualifications:

- (1) A strong 12-Step recovery background including working knowledge and experience of the 12 Traditions.
- (2) Professional Administrative Experience including:
  - Excellent communication skills
  - Sound problem-solving ability
  - Demonstrable computer/technical competence
  - Working familiarity with Chrome Books and Google Drive
  - Ability to organize and facilitate teams to accomplish specific projects
  - Basic bookkeeping and general accounting skills
  - Ability to perform or arrange for completion of general housekeeping tasks.

The successful candidate will need the above skills to apply to the following responsibilities:

1. Maintain close and regular communication with General Service Board liaison.
2. Receiving and promptly responding to correspondences with accurate information, including those received via:
  - Mail
  - Office Telephone
  - Email
3. Management of Donations sent to the General Service Office including:
  - Donation receiving, tracking and documentation
  - Bank deposits
  - Thank you letter acknowledgement to donors with receipts
4. Oversee timely literature order fulfillment process including:
  - Inventory control management
  - Order receiving
  - Order assembling
  - Order Shipment
  - Checks returned for canceled orders and cost calculation errors
5. Management and maintaining records of business and legal documents, including:
  - Assignment of rights for writing or translation of literature
  - Licensing for literature production and distribution
  - Trademark notifications
  - Insurance notices
  - Tax information
  - Equipment warranties
6. Actively manage Human Resources to assist with office operations including
  - Employee searches
  - Time off scheduling and coordination
  - Employment paperwork filing
  - Volunteer recruitment
  - Employee and volunteer training
7. Track and receive world-wide meeting update information
8. Keep orderly documentation of records as necessary
9. Provide logistical support to the yearly fellowship World Service Conference including
  - Online delegate registration
  - Paper registrations
  - Conference fees payments record maintenance

- Bank deposits
- Attendance at the annual World Service Conference as a voting member

10. Maintenance of the physical office space by keeping spaces clean, in good repair, organized and free of clutter.

11. Other duties as assigned.