

RVI SEEKING NEW ADMINISTRATOR

Roanoke Valley Intergroup, Inc. is looking for a new Administrator to assist District 19 groups with their 12th Step work. Hours can be split between the office at 3451 Brandon Ave., SW, Roanoke, VA, and a home office if desired. The position is 7.5 hours per week and starts immediately. The pay rate is \$16/hr. Duties are:

- Checking mail and email and paying bills;
- Entering sales and other transactions into Quickbooks and making bank deposits;
- Ordering all supplies for the office and keeping it clean;
- Ordering books and chips
- Recruiting, training, and overseeing Office Volunteers and providing occasional backup;
- Working with Web Coordinator to keep website up-to-date;
- Working with Phone Coordinator to make sure they have current RVI information.

Suitable applicants will be computer proficient, organized, able to use Word, and familiar with Quickbooks or another accounting program. They must have a good memory and be able to work well with volunteers. Reliable transportation and access to a phone are needed. AA members who apply must have at least one year of sobriety and the approval of a sponsor.

If you are interested in this position, please email your resume to Chair@AARoanoke.org. We are accepting applications starting immediately and closing on Wednesday, **September 18**, with interviews to follow. Call 540-520-6011 with questions.