

Employment Opportunity

The Salinas Valley Area Intergroup of Alcoholics Anonymous (SVAI) is currently seeking to fill the position of Office Coordinator. The Office Coordinator is responsible for the operation of the Central Office including, but not limited to: volunteer coordination, group support, public contact and bookkeeping.

A successful candidate shall have a minimum of five (5) years of continuous sobriety, knowledge of Quick Books, and other software programs typically found in a professional office setting and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Alcoholics Anonymous.

The position is 12 hours per week with days/times to be determined and a salary of \$15.00 per hour. Additional information may be found by clicking the link below.

Application may be made by sending your Resume together with a Cover Letter to:
Salinas Valley Area Intergroup of AA
9 West Gabilan Street, Suite 11
Salinas, CA 93901
or by emailing same to:
dryandsobber1@aol.com

The closing date for applications is November 30, 2020

[sviaaofficecoordinator](#)