

**Please direct all
communications to:**

P.O. Box 459
Grand Central Station
New York, NY 10163
Fax: (212) 870-3003

March 27, 2020

Job opening: Director of Staff Services

General Summary

Reporting to the General Manager, the Director of Services is responsible for the oversight and management of G.S.O. Staff and services. Works closely with the General Manager in a broad spectrum of activities that are critical to the operations and management of the General Services Office (G.S.O.). Undertakes, at the request of the General Manager, special projects and committee assignments. Informs the General Manager on all significant issues involving the Fellowship and/or the G.S.O. that come to his or her attention.

Principal duties and responsibilities

- Provides supervision and leadership to G.S.O. Staff.
- Participates as part of the senior management team of G.S.O.
- As senior management, assists in the development and implementation of strategic planning, policies and initiatives necessary to meet the objectives of the G.S.O.
- Chairs or participates on various committees and teams as requested.
- Lends support, at the direction of the General Manager, in the execution of special projects and programs in furtherance of the mission and goals of the G.S.O.
- Provides support in coordination of the General Service Board meetings.
- Communicates with the General Manager on all relevant matters of Services including the Fellowship and the G.S.O.
- Authorized to sign checks within identified thresholds.
- Coordinates, with the Staff Coordinator, the training of new Staff.

Qualifications

- Degree in business or related field.

- Ten years' minimum of continuous sobriety.
- Strong leadership ability demonstrated in A.A. participation and/or personal career.
- Demonstrated knowledge of management principles and practices, and prior management experience within industry, government or the service sector.
- Ability to comprehend and apply concepts and issues involved in organization planning, financial and human resources management, information technology and other management disciplines.
- Knowledge of General Service structure and A.A. program of Recovery, Unity and Service.
- Working knowledge of Boards and the unique relationships between the A.A. Fellowship, Boards and the General Service Office.
- Excellent oral and written communications skills.
- Excellent computer skills with proficiency in MS Office.

Compensation and benefits

Competitive salary and benefits based on qualifications and experience

To apply

A.A.W.S., Inc. is an Equal Opportunity Employer.

We will accept resumes until Thursday, April 30, 2020. Please forward resumes to:

Stephanie Lyles
Senior Director of Administration and Strategy
humanresources@aa.org