

Metrolina Intergroup is Hiring

Are you looking for a no-stress, fun, and program-centric job? We have the position for you! We are looking for a part-time employee to help in our office. It is the perfect position for students, retirees, people on disability, or anyone looking to earn some extra cash while working for AA locally.

Hours are negotiable, but minimum hours needed are 2 hours/day, preferably afternoons, on Mondays, Tuesdays, Thursdays and Fridays. There are more hours available, if desired. Starting rate is \$15/hour.

Duties would include answering the phone, ringing up purchases, helping to co-ordinate in-office volunteers, stocking the store, filling in occasionally when the Executive Secretary goes on vacation, gathering orders for customers, and basic office tasks.

Requirements for position are as follows:

- 1) A minimum of 2 years of continuous sobriety
- 2) Basic comprehension of the Twelve Traditions
- 3) Basic computer skills (knowledge of QuickBooks a plus!)
- 4) The ability to be a self-starter and notice when tasks need to be completed
- 5) A pleasant customer service demeanor

If interested, please email a resume to ann@charlotteaa.org or call the office at 704-377-0244