Intergroup Association, Inc.
5151 Mitchelldale Suite, B10, Houston, Texas 77092, aahouston.org, 713-686-6300

We're Searching for a New Executive Secretary (Spring 2026)

Houston Intergroup is beginning the search for our next Executive Secretary acting as Office Manager of the Daily Operations, with the position to start March 1, 2026 as Assistant Manager transitioning to the Office Manager September 1, 2026.

Intergroup Association, Inc (aka Houston Intergroup) is a non-profit 501(c)(3) non-profit corporation. Our primary purpose is to assist the AA groups in carrying the message of Alcoholics Anonymous to those who still suffer.

Hours:

This full-time (40+ hours/week) role is central to supporting our office, volunteers, and fellowship

Requirements:

- Active AA member with 5+ years continuous sobriety
- Proficiency in Microsoft Office Suite & QuickBooks
- Strong communication, leadership, and organizational skills
- Ability to manage multiple priorities and adapt as needed

For a detailed job description and application, please click on link.

Please fill out Application along with your resume, including AA and professional business background. Email to intergroup@aahouston.org .

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Application for Employment

Applicant Information

First Name: _____ Last Name: _____

Address: _____

City/State/Zip Code: _____

Cell Phone: _____

Email: _____

Home Group: _____

Sobriety Date: _____

Qualifications

Please check those you have experience in:

- MS Word
- MS Excel
- Google Drive
- Email
- Bookkeeping
- QuickBooks
- Inventory Management
- Sales Tax Filing
- Cash Handling

Experience

Please describe all related previous work experience: [attach a resume and/or cover letter]

Have you ever been arrested? _____Yes _____No

I hereby certify that, to the best of my knowledge, the information provided is true and accurate.

_____ _____

Signature Date

Email inquiries and completed application to intergroup@aahouston.org

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Houston Intergroup Office Manager – Job Description

Qualifications:

- Must be an active AA member, with at least 5 years of continuous sobriety and AA service experience.
- Proficiency in Microsoft Office Suite and QuickBooks required; ability to learn other software (e.g., WordPress, Constant Contact, MailChimp).
- Strong communication, leadership, conflict resolution, and customer service skills.
- Highly organized, detail-oriented, able to prioritize and adapt to changing tasks.
- Full-time availability (40+ hours/week).

Key Duties:

- Oversee daily operations of AA Intergroup Office, ensuring adherence to policies and procedures.
- Supervise and support staff, manage payroll, and maintain accurate employee records.
- Handle bookkeeping, retail/online bookstore transactions, deposits, contributions, and sales tax reporting; coordinate with bookkeeper on financial and tax forms.
- Prepare monthly financial reports for board and delegate meetings; manage meeting reminders and website uploads.
- Attend mandatory monthly BOT and Delegates meetings and be available to the Board as required and/or necessary.
- Respond to inquiries about AA by phone, online, or in person, forwarding as needed to either the Intergroup Board or appropriate SETA Area 67 committee.
- Maintain group and customer contact lists, publish and distribute the bimonthly newsletter, coordinate website updates, and maintain all databases.
- Ensure bookstore is staffed and operational.
- Assist the IG Board Events Chair in planning events and workshops.
- Manage office contracts, permits, insurance, cleaning, alarm systems, and record retention.
- Coordinate annual inventory, maintain statistical reports, and handle office errands.
- Serve as backup for administrative tasks, including meeting changes, inventory, and bookstore management.
- Regularly update and document standard operating procedures, advise the Steering Committee on evolving responsibilities, and support annual performance reviews.

Holidays: Office closed on major U.S. holidays including New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days) , and Christmas (2 days).