O'ahu Central Office Manager - General Overview

Help Connect People to Hope and Recovery

O'ahu Intergroup of Hawai'i is seeking an organized, compassionate, and service-minded leader to serve as our next **O'ahu Central Office Manager**. This is a unique opportunity to play a vital role in supporting the Alcoholics Anonymous fellowship across O'ahu while managing the daily operations of a respected nonprofit service organization. Manager serves as the operational heart of the Central Office, supporting A.A. groups, volunteers, community members, and organizations seeking information about Alcoholics Anonymous. The full job description is available here.

If you enjoy balancing operations, people leadership, technology, finance, and community service, this role offers meaningful work where your efforts directly support recovery and fellowship throughout the island.

What You'll Do

As the Central Office Manager, you will:

Lead Daily Operations

- Oversee the efficient day-to-day operations of the O'ahu Central Office.
- Support office communications, meeting schedules, newsletters, and announcements.
- Coordinate administrative support for committees and organizational leadership.

Support and Inspire Volunteers

- Work alongside a dedicated volunteer team that supports office coverage, phone services, and Twelfth Step calls.
- Help recruit, train, schedule, and support volunteers.
- Foster a welcoming, respectful, and service-oriented environment.

Manage Financial and Literature Operations

- Maintain financial records and reporting through QuickBooks Online.
- Monitor contributions, expenses, and inventory.
- Oversee literature sales, ordering, and inventory management.
- Collaborate with organizational leadership on financial reporting and budgeting.

Maintain Technology and Information Systems

- Manage website content, online meeting information, and online ordering.
- Utilize Google Workspace and WordPress to support office operations.
- Coordinate with vendors and assist with basic technology troubleshooting.

Serve the Community

- Act as a primary contact for A.A. members, groups, and the general public.
- Provide accurate information to community organizations, healthcare professionals, schools, and other interested parties.

- Ensure all communications reflect professionalism, respect, and the Spirit of Aloha.

What We're Looking For

The ideal candidate brings:

- Strong organizational and administrative abilities.
- Experience managing office operations and supporting teams or volunteers.
- Excellent written and verbal communication skills.
- Basic accounting and bookkeeping experience.
- Proficiency with QuickBooks Online, Google Workspace, WordPress, and common office technology.
- Ability to work independently while managing multiple priorities.
- High levels of discretion, professionalism, and confidentiality.
- Familiarity with Alcoholics Anonymous principles, service structure, and traditions is highly valued.

Why This Role Matters

This position is more than an office management role. You will be helping ensure that individuals, families, and communities throughout O'ahu can access information, support, and connections to Alcoholics Anonymous when they need it most.

The successful candidate will join a dedicated service community that values cooperation, integrity, respect, and a commitment to helping others.

Work Schedule

- Part-time position, up to 30 hours per week.
- Primary work location is the O'ahu Central Office.
- Occasional evening meetings (approximately twice per month).
- Occasional weekend availability for special events or operational needs.

To Apply

Please submit:

- Resume
- Brief cover letter describing your interest in the role and relevant experience
- Email to: chair@oahucentraloffice.com

We encourage applicants from diverse professional backgrounds who are passionate about service, community engagement, nonprofit operations, and supporting the mission of Alcoholics Anonymous.

*** While we have a budgeted compensation $ number, we welcome all applicants to have a thorough conversation of qualifications and expectations.**

Join us in helping carry the message of recovery throughout O'ahu.