

ISO of SAA, INC.
Job Description
Director of Fellowship Services
(Full Time)

I. Hiring/Removal Authority: Board of Trustees

II. General Supervision: Office Oversight Committee (OOC) under supervision of the Board of Trustees.

III. Qualifications: Membership in a 12-step fellowship with at least three years in the program and at least two years of continuous sobriety, SAA preferred; a thorough knowledge of the Twelve Steps and Twelve Traditions; at least three years experience working in a managerial or supervisory capacity.

IV. Skills: Required skills include:

1. Working knowledge of computers, the internet, standard office equipment.
2. Use of common office software.
3. Organize and prioritize a variety of activities and tasks.
4. Maintain accurate records.
5. Communicate well orally and in writing.
6. Tactfully interact with a wide variety of personalities and styles.
7. Train, motivate and supervise employees and volunteers.
8. Network with individuals and groups both within and outside the organization.
9. Work without direct supervision.

V. Responsibilities: Responsible for customer service and supervision of a staff providing the following services:

1. Support for the Board and its subcommittees.
2. Coordinating and executing annual ISO Delegate Meeting and Convention registration and programs.
3. Support of the ISO Literature Committee and its subcommittees.
4. Maintaining the ISO database.
5. Responding to those seeking help by phone, e-mail, and correspondence.
6. Support to the ISO Prisoner Outreach Program.
7. Initiating and monitoring ISO outreach at the national and international level.
8. Maintenance of the ISO website in conjunction with the ISO Website Committee.

Also responsible for the following:

1. Writing and editing the ISO News portion of the Fellowship newsletter.
2. Developing and administering the ISO Speakers Bureau.

The starting salary is \$38,000. Residence in the Houston, Texas, area is required. Moving expenses can be negotiated.

