

PAID SERVICE POSITION
LDC ASSISTANT MANAGER
CT LITERATURE DISTRIBUTION CENTER (LDC)
OFFICE and STORAGE FACILITY

THE CONNECTICUT AL-ANON FAMILY GROUPS SERVICES INC.
BOARD OF DIRECTORS ANNOUNCES AN OPENING FOR THE PART TIME POSITION OF



ASSISTANT MANAGER
Literature Distribution
Center (LDC) Office and
Storage Facility



The Board of Directors is seeking a qualified Al-Anon member with:

- Previous Al-Anon/Alateen service experience
- The ability to carry out day to day operations of the LDC Office under the direction of the LDC Manager
- Knowledge of bookkeeping/accounting principles
- Computer skills
- The ability to assist with literature sales and handle money
- The ability to assist in the operation of the storage facility and inventory of equipment and products used for area events

Must be available to work on Tuesdays & Thursdays
9:30am-3:30pm and during Spring & Fall Assemblies

The LDC Assistant Manager reports directly to the LDC Manager

If you are interested or would like more information please email

bod@ctalanon.org

