



ALCOHOLICS ANONYMOUS

Claisebrook Lotteries House
33 Moore Street
East Perth WA 6004
ABN: 36 482 379 373

ABOUT US

Alcoholics Anonymous (AA) is a global fellowship helping people recover from alcoholism. The Perth Central Service Office (CSO) supports AA members and groups across WA, serving as an information hub and contact point for the public. It's managed by a volunteer committee and a small office team.

ABOUT THE ROLE

We're seeking a part-time Office Worker to help run the CSO's day-to-day operations. The role involves admin, financial processing, customer service, and supporting volunteers and committee activities. You'll often be the first point of contact for the public and AA members.

WHAT WE'RE LOOKING FOR

- Strong admin and communication skills
- Proficiency in Microsoft Office (including Word and Excel) and Xero
- Ability to work independently and manage sensitive enquiries
- Five (5) years continuous sobriety and understanding of AA Traditions
- Experience working with volunteers or community organisations (desirable)

TO APPLY:

Send your CV and a brief cover letter to

AAPerthchair@aaperthwa.org

by **Friday 13 February 2026**. Summary of the job description attached to this post.



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Office Worker – Central Service Office (CSO), Perth

Part-Time | Claisebrook Lotteries House

The Role

The Office Worker supports the smooth operation of the CSO by providing specialised administrative support, customer service, and financial processing. This hands-on role requires strong communication, initiative, and the ability to work both independently and with volunteers.

Key Responsibilities

- Maintain office procedures, records, and administrative systems.
- Maintain the mailing list and distribute the monthly Serenity Magazine.
- Respond to member and public enquiries with professionalism and discretion.
- Provide support to volunteers and assist in their training.
- Implement initiatives set by the CSO Committee.
- Manage financial processing using Xero – including invoicing, reconciliation, and audit preparation.
- Maintain literature stock and coordinate ordering and stocktakes.
- Provide high-level administrative support for CSO meetings and events.
- Ensure timely correspondence and appropriate use of AA branding.
- Use *Word*, *Excel*, and other software to improve office efficiency.

Working Relationships

- Engage regularly with AA members, volunteers, the CSO Committee, and the public.
- Collaborate with other CSOs and the AA General Service Office.
- Provide guidance and supervision to volunteers during office hours and events.

Essential Criteria

- Minimum 5 years continuous sobriety and active AA membership.
- Strong administrative, communication, and organisational skills.
- Ability to work autonomously and handle sensitive matters with confidentiality.
- Experience with financial systems and office software (Microsoft Office and Xero, or willingness to learn).
- Understanding of AA's 12 Steps, 12 Traditions, and 12 Concepts of Service.

Employment Conditions

- Part-time position (hours to be discussed).
- This is a paid part-time position under the Clerks Award.
- Based at Claisebrook Lotteries House, East Perth.