

Announcement of Job Opening

Job Title: AA Special Worker / Office Manager

Organization: Contra Costa Intergroup / Contra Costa AA Service Center

Location: Pleasant Hill, CA

Start Date: January 2026

Deadline for Applications: 5:00 pm on December 12, 2025

Applicants must submit:

1. A **letter** describing your AA service experience and interest in the AA Special Worker / Office Manager position.
2. A **resume** detailing your work experience.

Submission Instructions

1. All applications must be **completed online only**. Paper submission will not be accepted.
2. **Name your files as follows:**
Last_First_Letter
Last_First_Resume
Example:
Wilson_Bill_Letter
Wilson_Bill_Resume
3. Upload both documents in **PDF format**.
4. **Do not include** references or any additional documents. If needed, they will be requested later.

Application Procedure:

1. Visit ContraCostaAA.org to find and review the Job Announcement and Job Description.
2. Click on the APPLY NOW link at the bottom of the page, which will redirect you to the online application.
3. Fill out the application, providing all requested information.
4. Upload your letter and resume when prompted.
5. Submit your application.

Next Steps:

1. Confirm you receive a confirmation email after submitting your application.
2. **All applicants will be notified via email regarding the status of their application.**
 - Those selected to move forward will receive instructions for the next stage of the process.
 - Applicants not selected to advance will also receive an email informing them that their application is no longer being considered.

NOTE: Please **do not call the Service Center** for updates. The Intergroup Operating Committee (IOC) will communicate all application statuses in a timely manner.