



Literature Job Description

Qualifications:

All literature orders can be placed on-line or by phone. You must also have the ability to pay upfront on your credit card for the on-line orders – repayment may take up to 4 weeks depending on the current cash flow availability. This job requires approximately 2-6 hours per month, depending on the number of orders and proximity in which to meet for the literature/cash exchange.

Position Duties/Responsibilities:

1. Attend all Intergroup meetings.
2. Maintain reasonable and appropriate stock levels of literature for Intergroup.
3. Provide Intergroup with a written inventory of all literature as required.
4. Order and purchase literature; deliver/meet to distribute.
5. Collect money and record literature sales using receipt book.
6. Provide documentation and reporting to the Intergroup on purchases and sales of literature.
7. Promote literature sales at meetings attended.
8. Maintain a current price list of all available pamphlets, books, booklets, coins/medallions & newcomer kits.
9. Announce Intergroup Meetings & any PSA for SAA at meetings attended.