

Special Administrative Worker

Committee Coordination & Operational Support (Part-Time)

Location: Signal Hill, California (on-site)

Compensation: \$27–\$30 per hour

Hours: Up to 850 hours annually (approximately 16 hours per week on average)

About ACA

Adult Children of Alcoholics®/Dysfunctional Families (ACA) is a 12-Step fellowship supported by the ACA World Service Office (WSO), which provides service, publishing, and operational support to the worldwide Fellowship.

The WSO is seeking a **Special Administrative Worker** to provide administrative, clerical, and coordination support to designated committees, the General Manager, and selected operational functions at the WSO.

This position helps ensure continuity of service work, effective communication, and administrative support across the organization.

This role is administrative and supportive in nature and **does not exercise governance or policy-making authority**.

Key Responsibilities

ABC & Delegate Support

- Assist with delegate portal coordination and document organization
- Support preparation and documentation of ABC meetings
- Draft and coordinate communications to delegates, groups, and committees
- Track ABC projects and maintain planning documents
- Coordinate website updates with IT as needed

General Manager Administrative Support

- Assist with scheduling, calendar coordination, and task tracking
- Support preparation, formatting, and organization of internal reports and documents
- Assist with cross-committee coordination and operational follow-through
- Conduct light research and information gathering when requested

Cross-Training & Coverage

- Provide backup administrative support for the Board Executive Assistant during leave periods
 - Provide limited front-office phone/email coverage during staff leave and absences
 - Cross-train with staff to reduce operational disruption during employee leave
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Qualifications

- Demonstrated experience (3+ years preferred) in administrative support, office coordination, committee support, or project coordination roles
 - Strong organizational and project-tracking skills, with the ability to manage multiple concurrent priorities and deadlines
 - Experience supporting committees, leadership teams, or cross-functional groups
 - Excellent written and verbal communication skills
 - High attention to detail and strong documentation discipline
 - Advanced proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, Google Suite, Slack)
 - Ability to work independently with minimal supervision while maintaining strong collaboration with staff and volunteers
 - Strong multitasking ability and sound judgment in prioritizing work
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Preferred Qualifications

- Membership in ACA, Twelve Step service structures, or nonprofit organizations
 - Experience supporting senior managers, committees, or volunteer-based organizations
 - Experience using project or workflow tracking tools (such as Airtable or similar platforms)
 - Experience working in a mission-driven or nonprofit environment
 - Familiarity with Slack or collaboration platforms
 - Multilingual candidates are encouraged to apply
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Job Requirements

- On-site work at the ACA World Service Office in **Signal Hill, California**
 - Ability to maintain strict confidentiality and professional boundaries
 - Reliable attendance during agreed-upon work hours
 - Ability to work at a computer for extended periods
 - Proficiency with video conferencing platforms (Zoom or similar)
 - Working knowledge of Google Workspace (Docs, Sheets, Drive)
 - Familiarity with collaboration tools such as Slack and Zoom
 - Ability to learn additional software platforms including Airtable and Adobe Acrobat
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Position Structure

- Reports to the **General Manager**

- Part-time Special Worker position
 - Maximum of **850 hours annually**
 - Hours may vary during peak operational periods such as ABC season or staff leave coverage
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How to Apply

Please submit the following:

- Resume
- Brief cover letter describing relevant administrative or committee support experience

Applications should be submitted by sending them in an email applications@acawso.org.

This position will be posted **for two weeks** before any external recruitment process begins.