



SOUTHERNERS ON NEW GROUND OPERATIONS COORDINATOR JOB DESCRIPTION

Southerners On New Ground (SONG) is a regional Queer Liberation organization made up of people of color, immigrants, undocumented people, people with disabilities, working class and rural and small town, LGBTQ people in the South. We believe that we are bound together by a shared desire for ourselves, each other, and our communities to survive and thrive. We believe that Community Organizing is the best way for us to build collective power and transform the South.

SONG's FREE FROM FEAR CAMPAIGNS

Free From Fear is SONG's pledge to a wider collective movement commitment to fight and defeat fear and violence our towns, cities, region, and country that stems from state and institutional violence. Our operations strategy looks like:

- *Building the organizational infrastructure to hold SONG's political work*
- *Responsibly steward SONG's resources through transparent and accountable financial systems*
- *Operationalize security culture and practices*
- *Engage all members in stewardship of SONG's resources.*

SONG's Operations Coordinator position will be Atlanta based and work out of the Atlanta office.

TITLE: Operations Coordinator

HOURS: 40 Hours per week

REPORTS TO: Director Team

POSITION SUMMARY: Grounded in SONG'S mission, vision, and theory of change, the Operations Coordinator position will work primarily with SONG's finance and administration team. Collaboration will also be required with other staff, SONG members, and member-leaders in the execution of job duties.

This position may require some travel to SONG convenings outside of Atlanta as well as evening and weekend work hours to support SONG's external operations.

RESPONSIBILITIES INCLUDE:

Financial

- Monitor income and expenses, produce appropriate financial reports for the review
- Pay expenses and code accordingly
- Prep deposits and code accordingly
- Work with accountant toward monthly reconciliation
- Engage in correspondence on behalf of the organization under the supervision of the co-directors with vendors
- Monitor petty cash
- Ensure adherence to fiscal policies and protocols and support budget process and financial planning activities.
- Other duties as assigned

Administration

- Check mailbox daily and PO Box three times a week
- Engage in correspondence on behalf of the organization under the supervision of the co-directors with various government and compliance agencies
- Handle deliveries
- Coordinate office maintenance with Administrative Support staff
- Provide administrative and logistical support for staff convergences and events
- Support the audit process
- Update database as needed
- Research nonprofit topics as assigned
- Other duties as assigned

Human Resources:

- Manage the tracking of staff benefits (stipends, child care, etc)
- Manage and track PTO
- Help update personnel policy
- Help research/set up group health plan
- Research HR functions as assigned
- Help formalize HR files

Qualifications:

Ideal candidates have a demonstrated ability to prioritize competing deadlines, communicate clearly in a feedback loop, and manage operational systems. Candidates should also be self-directed and skilled at working within a staff with diverse workstyles.

- Understanding of and commitment to SONG's organizational mission, vision, history, theory of change, political strategy, and issues affecting the lives of LGBTQ, Black, immigrant, poor & working-class, and Latinx Southern communities
- Proven ability to work within and across multi-racial, multi-ethnic, multi-gendered, and intergenerational communities
- Strong conflict-management and crisis management skills.
- Able to coordinate large actions/events for 100+ people
- Ability to work flexible hours, including evenings and weekends
- 3-5 years proven success overseeing and providing fiscal operations for organizational and program budgets.
- 3-5 years proven experience developing administrative and human resource systems.
- Excellent interpersonal, writing and communication skills.
- Proficient in the use of MS Office Suite and Quickbooks Online

SONG's Commitment to & Expectations of New Hires: SONG's commitment to the new hire is, at its core, a political commitment. We believe that in order to support broad-based social justice movements for the long haul, we must continually develop new leaders and build SONG to get the work completed. Intentional and hands-on work with staff, fellows, and interns is one way we work towards these political goals. We are committed to a working exchange between SONG and new hires that are useful for both parties.

Preferences (not required):

- Experienced database user, preferably CiviCRM
- Bilingual (Spanish)
- Atlanta based

Compensation: SONG's Full Time Employee rate at \$50,000/year, with a stipend for monthly health expenses. For part time employees, yearly salary and stipends are prorated according to percentage of FTE. This is a permanent position, however the starting contract agreement is for the first six months to ensure the hire is a good fit for SONG and the person hired. Meals & travel are covered for staff while on the road. SONG provides communications stipends as needed for staff.

To apply: Please send cover letter, resume, and three professional references to [hiring@southernersonnewground.org](mailto: hiring@southernersonnewground.org) by March 30, 2018.

SONG is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender/ gender identity/ gender expression, age, ethnicity, national origin, sexual orientation, religion, HIV serostatus, disability, or marital status.