



SOUTHERNERS ON NEW GROUND FACILITIES SUPPORT 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: Facilities Support

HOURS: 25 Hours per week

REPORTS TO: Facilities Manager

POSITION SUMMARY: Grounded in SONG'S mission, vision, and theory of change, the Facilities Support position will work primarily with SONG's Facilities Manager to ensure the smooth operation of SONG's Atlanta based warehouse/office as a resource to both staff and community. 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:

Building Maintenance

- Control and manage inventory
- Oversee daily operations
- Receives deliveries



- Upkeeps conditions of equipment and tools
- Maintain cleanliness of space directly and through delegation of cleaning with staff
- Other duties as assigned

Security

- Ensures that all staff follows entry/exit protocols
- Implements security protocols with guests and visitors
- Maintains security equipment in working order
- Keep logs for keyholders and regularly review entry/exit logs
- Other duties as assigned

Rentals:

- Support Facilities Manager in space rental including
 - Scheduling
 - Setup/break
 - Welcoming
 - Billing/Invoicing
 - Hosting/Troubleshooting

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 events for 100+ people
- Ability to work flexible hours, including evenings and weekends
- Excellent interpersonal, writing and communication skills.
- Experienced in MS Word and Excel
- High degree of detail and focus
- Strong troubleshoot and follow through skills
- Atlanta based
- Must be able to lift up to 20 pounds.

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)
- Has vehicle

Compensation: SONG's Part Time Employee rate at \$25,000/year for 25 hours a week plus health benefits. 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.

To apply: Please send cover letter, resume, and three professional references to hire@southernsonnewground.org by March 8, 2019. Put Operation Coordinator in the subject line.

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 status, disability, or marital status.