



Southerners On New Ground (SONG) is a regional Queer and Trans Liberation organization made up of Black, Indigenous, and people of color, immigrants, undocumented people, disabled folks, poor and working-class, 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.

“We are looking for the people who are looking for us.”

People & Culture Lead

SONG is hiring! In the midst of continued political attacks and an ongoing need to increase our internal capacity, SONG is planting seeds of renewal and building a team of the willing. Our staff is a beautiful tapestry of brilliant, passionate freedom fighters. The recipe for success includes team members who bring deep organizing backgrounds, popular education skills, and astute political analyses.

We're looking for everything listed in the job description below, and believe there is a person out there who is looking for this particular portal: *one who is ready to roll up their sleeves and join shoulder-to-shoulder with us to do the unique work required to steward SONG into its next powerful stage. This person has long experience in the overlap of these circles: grassroots organizing, nonprofit management and LGBTQIA+ community building with all of its promises and all of its challenges. We seek a person who resonates with the following ideas: “low ego, high impact”; interdependence; and who is “willing to be transformed in the service of the work.” Is that you?]*

Job Description

TITLE: People & Culture Lead

HOURS: Full Time

REPORTS TO: Director of Operations & Finance

LOCATION: This position requires working remotely/from home (must be located in the South), with some travel to SONG convenings as well as evening and weekend work hours to support SONG's operations.

Salary: \$91,765

POSITION SUMMARY: The role of the People & Culture Lead is to care for and develop our people and organizational culture so that we can collectively do the work of organizing for liberation. Working closely with the Operations Team, the People and Culture Lead will work to align SONG's human resource practices with SONG's mission, vision, and theory of change.

Roles Responsibilities

Create & Maintain HR Administrative Processes & Records

- Work with the Director of Operations & Finance to support the maintenance, development, and evaluation of all human resources practices and policies & work on ways to enhance and improve staff access to records and policies
- Maintain personnel files
- Support accommodation requests as needed and develop consistent accommodation practices in alignment with legal requirements and organizational commitments to disability justice
- Support the Co-Directors with implementing and improving organizational assessments, training, performance evaluations, and other employee engagement and leadership development efforts
- Serve as the technical and logistics point person for all HR systems; explore and recommend systems improvements
- Work with the Leadership Team to share updates and support the implementation of new processes, when necessary

Provide Key Hiring, Onboarding, and Off-Boarding Support

- Provide key hiring support to cross-team hiring committees including coordinating job posts, building diverse and innovative outreach strategies, and maintaining interview guides and other templates
- Coordinate orientation, on-boarding and off-boarding of new and transitioning staff
- Create and manage required documentation (such as I-9s, state employment registrations, background checks, etc.) for new and terminated

employees with intention, care, and aligned with SONG's values

- Record new hires, terminations, changes in positions, and salary increases in personnel files and payroll systems

Administer Benefits

- Work with insurance administrator to coordinate SONG's benefits administration, prepare and process required benefits documents (health, vision, dental, COBRA, HRAs, life insurance, and disability insurance) for active, new, and transitioning employees
- Work with Finance staff to support benefits administration and leave tracking as needed for payroll and budgeting
- Explore "Employee Portal" options as a single repository for PTO tracking, benefits plan information, demographic profile data, on-boarding and off-boarding process, etc.
- Coordinate with staff who take parental or sabbatical leave or short-term/long-term disability leave; process any state or organizational forms
- Serve as the internal point person for questions about organizational benefits
- Work closely with the Leadership Team & insurance brokers to manage annual renewals
- Work with insurance administrator and broker to conduct regular benefits costs and customer support evaluation of each insurance carrier.
- Track Health & Wellness reimbursements and allotments, Childcare Reimbursement requests & and other funds/stipends as benefits expand

Support Compliance & Safety Practices

- Maintain awareness and knowledge of local, state, and national labor laws and ensure staff are fully informed and equipped for safe practices
- Ensure workplace safety is practiced and prioritized at all times (e.g., appropriate signage is posted, workplace safety inspections are held and documented, etc.)
- Conduct a workers' compensation audit annually, and ensure staff are resourced with any necessary filing or related support
- Manage staff anti-harassment training

Administrative Responsibilities:

Operations:

- Staff meetings and calls
- Operational systems and communications
- Work planning and adherence

- Staff development and evaluations
- Evaluation and Documentation
- Database Management

QUALIFICATIONS:

- Understanding of and commitment to SONG's organizational mission, vision, history, theory of change, political strategy, and issues affecting the lives of LGBTQ, Black, Indigenous, and people of color, immigrant, poor & working-class, and Latinx Southern communities
- Proven ability to work within and across multi-racial, multi-ethnic, multi-gendered, and intergenerational communities
- Familiarity with benefits administration
- Meticulous attention to detail & follow-through
- Excellent writing, communicating, and organizational skills
- Ability to maintain utmost confidentiality of personnel information as required by law
- Strong interpersonal, facilitation, conflict and crisis management skills, including ability to give and receive constructive feedback.
- Ability to manage multiple projects with overlapping deadlines, to work independently, as well as collaboratively, and to ask for help when needed.
- Minimum of three years proven success with human resources for an organization of similar size and scope.
- Comfort with working virtually, using Zoom and other virtual workplace platforms.
- Proficient in the use of MS Office Suite and Granthub. Experience working with information management databases such as CiviCRM.
- English proficiency is required, an understanding of/experience working with language justice principles and practices is a plus.
- Bilingual (Spanish) is a plus
- Ability to work flexible hours, including evenings and weekends
- Willingness to travel up to 1 week per month (dependent on pandemic conditions)
- Must work and reside in the South

COMPENSATION: Compensation for this role is set at \$91,765 per year with a generous benefits package including fully paid medical insurance, wellness care

and childcare support packages. In addition to organizational breaks in the summer and winter, SONG offers a generous time off policy, as well as paid parental leave and paid sabbatical. This is a permanent position, however, the starting contract agreement is for the first three 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'S COMMITMENT & 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.

HOW TO APPLY: Submit a cover letter, resume, and list of three references to hiring@songsouth.org with the subject heading "People & Culture Lead position". (E-mail applications only; no mail or phone calls, please.) Your resume and cover letter must include your current home address. While the **rolling review of applications** will continue until we find the right match, we strongly encourage applicants to send materials in by July 15th. ***Preferred start date is on or before October 1, 2024.***

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.