

DRAFT Job Description
Project Liaison
Updated: 5/13/2023

The Selma Center for Nonviolence, Truth, and Reconciliation (SCNTR) is an Alabama-based 501(c)(3) nonprofit corporation, with a mission to partner with institutions to promote love, the establishment of justice, and build the Beloved Community. The Center is committed to transforming and healing the root causes of physical, political, psychological, environmental, economic, and racial violence at personal, family, community, and systemic levels.

The Selma Center for Nonviolence, Truth, and Reconciliation is seeking an experienced Project Liaison to support a grant from the National Parks Service. This position will largely be focused on supporting the Project Manager in the restoration of the historic Sullivan Building in Selma, AL. The contract position is for one year.

Responsibilities:

- **Short-term**
 - Facilitating a close working relationship between community leaders and any building professionals and past project members as applicable during the grant period, including an initial meeting or two with all parties involved (i.e., building owner, SCNTR, affiliates of the Local Restaurant Cooperative (the Local), past structural engineer, & Tuskegee & Auburn representatives)
 - Reviewing the Local Restaurant's MOU with the Project Manager
 - Supporting MOU between SCNTR & NorthStar Beloved Community Foundation (NorthStar), establishing that a federal process has to be followed to get three (3) bids, and that the required fixes in the grant are in line with the Secretary of the Interior Standards and Guidelines for Archeology and Historic Preservation, and in keeping with the foundational repairs required to save the building, according to the blueprints submitted as a part of this grant
 - Support the convening of a 3 to 5 member "Sullivan Building Advisory Team (SBAT) to review & offer input on the construction bids & the final selection
 - Liaison for the Project Manager during the onboarding and further relationship building with Tuskegee & Auburn partners, getting up to speed on project, etc.
- **Medium-term**
 - One (1) meeting per month w/ Project Manager for up to nine (9) months from the date hired
 - Consult on terms of agreement & project basics w/ contractors
 - Consult on potential restaurant/community kitchen/food hall considerations (*eg, not doing repairs in a way that precludes those potential end goals, and any others established*)
 - Consult on the community input process, to include:
 - Convene occasional meetings for the community input process

- Secondary role in input process, advising but not implementing (may be able to travel for project); e.g., the liaison would support planning the agendas for any community input sessions, but would not lead the input sessions.
 - Support the solicitation of community feedback and participation
 - One (1) to three (3) trips to Selma to support the work
 - Work as liaison with potential restaurant/food services consultant, hired with Local Restaurant funds, to determine how the building could be used long-term by the co-op or other entities
- **Long-term**
 - Convene close-out meeting at the end of Year One
 - Possible ongoing liaison work, but dependent on future negotiations, contract(s), and funding

Requirements:

- Have a minimum of 5 years of experience working in related fields
- Flexible and a team player
- Models and exemplifies the organization's core values and beliefs
- Supports both the mission and vision of the organization
- Demonstrates an orientation for results and achievement (e.g. making data-driven decisions, taking initiative, etc.)
- Ability to effectively utilize job-related software including, but not limited to, Microsoft Word, Outlook, Excel, and the internet to type proficiently, prepare reports, write correspondence and e-mail
- Ability to effectively present written and verbal information.
- Ability to respond to questions from the general public, state, and local elected officials, law enforcement, neighborhood residents, youth, adults, as well as, staff of various community-based organizations. Some public speaking required
- Excellent communication skills and ability to work in a multicultural environment
- Maintain confidentiality of written or verbal information

*The SBAT is comprised of one (1) SCNTR representative, one (1) Local Restaurant representative, one (1) NorthStar representative, & two (2) community members (1 chosen by the SCNTR & 1 by the Local) could be established to review & offer input on the construction bids & the final selection (this group may be the same as or eventually become part of the Board of the Local Restaurant Co-op). The goal will be to decide by consensus, but if not possible by voting, with an understanding of the constraints and requirements of federal grant regulations around the selection of bids, etc.

Qualified applicants for this life-changing position, please send a cover letter and resume to info@SelmaCNTR.org with the subject line: Sullivan Project Liason

The Selma Center for Nonviolence, Truth, Reconciliation encourages a diverse work environment and is an equal-opportunity employer. SCNTR highly encourages BIPOC to apply for all positions.