

SOUTHERN SCHOLARSHIP FOUNDATION, Inc.

Maintenance Technician

Job Description

SOUTHERN SCHOLARSHIP FOUNDATION: Since 1955 Southern Scholarship Foundation has supported students who lack financial resources, demonstrate excellent academic merit and exemplify good character attend institutions of higher education through rent-free housing and cooperative living scholarships.

POSITION: Maintenance Technician

POSITION SUMMARY: This position includes a variety of duties focusing on the daily and routine maintenance of the Foundation's houses, office, and study hall including, but not limited to, basic HVAC, appliance repair, plumbing and structural systems and lawn equipment usage and maintenance. Recognize potential problems and report them to the Director of Maintenance. Position reports to Director of Maintenance.

QUALIFICATIONS: Two or more years of progressively responsible general maintenance experience. Must have a valid Florida Driver's License and be insurable on Southern Scholarship's vehicle insurance policy.

RESPONSIBILITIES include, but are not limited to:

1. Report daily to the Director of Maintenance regarding all maintenance activity.
2. Perform routine and preventative maintenance on scholarship houses (A/C, fire systems, lawn, grounds, plumbing, electric, appliances, etc.).
3. Visit each scholarship house weekly on assigned day to check and complete non-emergency/routine/preventative maintenance according to maintenance request forms.
4. Execute work orders timely and follow preventative maintenance calendar. Turn in completed work orders to the Director of Maintenance.
5. Keep SSF's Maintenance equipment organized and in proper condition.
6. Possible travel to other SSF campuses for maintenance projects as needed.
7. Must exercise good judgment and serve as a good example for all students and fellow employees.
8. Consistently maintains a professional, courteous attitude when dealing with residents, co-workers and the general public, at all times.
9. Physical and Visual Activities: Inside and outside work in all types of weather. Medium to heavy work requiring prolonged or repeated standing, walking, climbing, climbing stairs, climbing ladders, working at heights, stooping, kneeling, crouching and lifting to a maximum of 100 pounds, with frequent lifting and carrying of up to 50 pounds. Good eye/hand coordination is essential.
10. Other duties as assigned.

EVALUATION: Maintenance Technician's performance will be evaluated each year by the Director of Maintenance and President/CEO, based upon the above expectations and additional specific goals as identified by the President of the Foundation.

LOCATION: Tallahassee, Florida

POSITION TYPE: Permanent, Full Time, 40 hours per week. Must successfully pass Level 2 background check. Expected start is early June 2019.

COMPENSATION: Salary range \$30,000 - \$33,000 per year with full benefits (medical, dental, paid leave, holidays, retirement, etc.)

APPLICATION PROCESS: Submit a resume via email to jobs@southern scholarship.org by May 30, 2019, or through Indeed.com or Facebook. Please include "Maintenance Technician" in the subject line.

EOE/ADA

SOUTHERN SCHOLARSHIP FOUNDATION, INC.

JOB DESCRIPTION

POSITION: Development Associate

ORGANIZATIONAL DESCRIPTION: Since 1955 Southern Scholarship Foundation has supported students who lack financial resources, demonstrate excellent academic merit and exemplify good character attend institutions of higher education through rent-free housing and cooperative living scholarships. SSF operates 25 scholarship houses throughout Tallahassee, Gainesville, and Ft. Myers Florida serving 450 residents annually. The position is based in Tallahassee, Florida.

POSITION SUMMARY: The Development Associate is an integral part of the Southern Scholarship Foundation staff and plays a significant role in advancing the fundraising and operational efforts of the organization. Reporting to the Director of Development, s/he will support the fundraising and operational activities of Southern Scholarship Foundation. S/he will assist in the development and implementation of SSF's strategies and tactics to inform the media, general public, and related stakeholders of SSF's initiatives and events. The individual will supplement other departments with event planning, coordination and execution. S/he will coordinate and support the Board of Directors in preparing meeting documents, technology, minutes, and events. The general duties are outlined as follows but are not limited to these activities.

RESPONSIBILITIES:

Support Development Activities (60%)

- Manage and review SSF website and newsletter monthly for accurate development information.
- Assist in planning and organizing Foundation fundraising events.
- Conduct market research beneficial to the advancement of the Foundation and assist with grant writing.
- Support Director of Development with preparation of various mailings.
- Arrange meetings and visits for Director of Development and/or President/CEO when appropriate (alumni, Foundation, donors, etc.) including itineraries, reservations and ticket purchases.
- Represent SSF at civic club meetings, donor events, and other public relations events when necessary.
- Support development team with alumni communications.

Administration/Office/Board Support (40%)

- Assist President/CEO arrange and prepare for Board of Directors and committee meetings including agendas, packets, technology, meeting minutes, and events.
- Oversee the general office support activities (processing mail, keeping office presentable, etc.).
- Answer incoming phone calls.
- Greet and assist visitors of the SSF office.
- Maintain office schedule and invitations for large/group meetings on behalf of the President/CEO.
- Coordinate Federal Work Study students' schedules and tasks.
- Other duties as assigned.

POSITION SKILLS & QUALIFICATIONS:

- Bachelor's degree in English, Communication, Journalism, Business, Marketing or related field and at least three years' experience; or equivalent combination of education and experience.
- Excellent organizational and management skills, including a demonstrated ability to efficiently plan, organize and manage projects with limited direct supervision.
- Mature, detail-oriented, able to work well under deadlines and work independently, collaboratively and with a team, solving problems in a resourceful manner.
- Experience promoting online material and generating traffic through website and social media.
- Must be a team player with a strong work ethic and must lead by example with high regard to professionalism, integrity, and working with a sense of urgency.
- Strong written, oral and interpersonal communication skills.
- Flexibility to adapt to changing priorities and needs of the organization.
- Excellent knowledge of MS Office and Adobe Reader required, familiarity with eTapestry a plus.
- Experience originating, leading, planning, budgeting, and executing events preferred.
- Impeccable attention to detail and follow up.

SALARY RANGE: This is a non-exempt position. The salary range \$31,000 - \$34,000 per year depending on skills and experience, with full benefits (medical, dental, paid leave, holidays, retirement, etc.).

APPLICATION INSTRUCTIONS: To apply, please email your cover letter and resume to jobs@southern scholarship.org, or apply through Indeed.com before 11:59 PM Eastern on June 9, 2019. Applications without both documents will be automatically disqualified.

EOE/ADA

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