JOB ANNOUNCEMENT
SAFEWAYS, INCORPORATED
310 Germantown Bend Cove, Ste. 202
Memphis, Tennessee
www.safeways.org

NO PHONE CALLS, PLEASE!

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Compliance Technician</th>
<th>Department:</th>
<th>Field Operations</th>
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<tbody>
<tr>
<td>Reports to:</td>
<td>Director of Operations</td>
<td>Effective Date:</td>
<td>TBD/IMMEDIATE</td>
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<tr>
<td>Salary:</td>
<td>starting at $44,000 D.O.E., plus an allowance for the purchase of health insurance until company benefits plan is established</td>
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Job Summary: SafeWays’ Compliance Technicians play a key role in helping property owners and managers create safer environments that are less likely to attract crime and other unwanted activities by conducting, documenting, and reporting on site assessments and site visits, along with client progress toward SafeWays’ certification requirements and/or implementation of our professional recommendations.

PLEASE NOTE: THIS IS NOT A WORK-FROM-HOME POSITION.

WORKING HOURS ARE DICTATED BY THE EMPLOYER. A 37.5 HOUR WORK WEEK IS REQUIRED.

Duties/Responsibilities: This demanding entry-level position entails significant responsibilities, including:

- Conducting and documenting site visits (photographically, with audio/video, by taking lighting measurements; and in writing);
- Communicating urgent health/safety/crime/vulnerability issues to the Compliance Manager;
- Reporting and tracking resolution of MLGW lighting outages and 3-1-1 issues such as infrastructure needs or blight impacting client communities;
- Participating in community engagement and data-gathering activities, as assigned by the Compliance Manager; and
- Other related duties as assigned.

NOTE: REGULAR NIGHT WORK (APPROXIMATELY 4 NIGHTS PER MONTH) IS REQUIRED FOR THIS POSITION. NIGHT WORK SHIFTS BEGIN AT NAUTICAL TWILIGHT AND TYPICALLY LAST NO LONGER THAN FIVE HOURS.

Required Skills/Abilities: The successful candidate for this position will come to the organization with a proven track record demonstrating the following:

- Excellent interpersonal and customer service skills.
Compliance Specialists regularly communicate with a variety of people from all walks of life, including property owners and managers, property staff and residents, government employees, site security, and community members, and must exhibit exemplary professionalism and courtesy at all times.

- **Excellent verbal and written communication skills.**
  
  Compliance Technicians are expected to effectively communicate verbally, in formal writing such as business emails, and in informal communications such as clear, concise, and professional text messages. Spelling and grammar skills are essential. Spoken and/or Spanish language skills are a plus.

- **Excellent organizational skills and attention to detail.**
  
  Compliance Technicians deal with tremendous volumes of information, including photographs, video, light meter readings, GPS coordinates, and notes, and must be able to organize, label, and process materials as directed.

- **Ability to follow written instructions.**
  
  Most site visits proceed based upon a written checklist which is used to create the final report. Compliance Technicians must be able to understand and follow the written instructions for each visit.

- **Discretion.**
  
  Many of SafeWays’ clients are at the beginning of their journey to SafeWays Certification. Our program is voluntary. Our clients come to us for help because they want to improve the environment at their property (whatever their motivation). Our mission is to help them improve their property, not to judge or shame them. Our clients rely on us to keep all facts we learn in our work in strict confidence.. SafeWays’ Compliance Technicians are required to sign a Confidentiality and Non-Disclosure Agreement.

- **Sound judgment under pressure.**
- **Strong analytical and problem-solving skills.**
- **Ability to learn new software/technology.**

**Required Education and Experience:**

- Associate’s Degree or equivalent
- At least two years’ related experience
- Proficiency with Microsoft Office Suite

**Other essential requirements for this position:**

- A legal right to work in the United States;
- A credible commitment to the mission of SafeWays;
- A credible commitment to the dignity of every human being;
- No demonstrated history of violence;
- No demonstrated history of substance abuse;
- No recent criminal convictions that might reflect poorly on the organization;
- No public social media activity that might reflect poorly on the organization;
- A valid driver’s license;
SAFEWAYS JOB ANNOUNCEMENT – COMPLIANCE TECHNICIAN, Field Operations, Memphis, TN

- A reliable, professional-looking, clean vehicle (SafeWays reimburses mileage driven for work at the IRS-approved rate);
- A clean driving record;
- Proof of automobile insurance (required at regular intervals);
- A working smart phone with unlimited data plan and a willingness to share location data during working hours for employee safety (SafeWays provides a monthly cell phone allowance).

Physical Requirements: The work of the Compliance Technician is far from sedentary. The successful candidate must be physically able to:

- Sit at a desk and work at a computer for extended periods;
- Climb 3 flights of stairs consecutively without difficulty;
- Walk 5 miles in a four-hour period, over typical Memphis sidewalks;
- Drive a motor vehicle;
- Lift up to 15 pounds, infrequently;
- Operate a smartphone, computer, and tablet;
- See well enough, day and night, to fully appreciate one’s surroundings, and identify and respond to risks/threats; and
- Hear well enough to appreciate nearby dangers/alerts from others.

MINORITIES ARE STRONGLY ENCOURAGED TO APPLY.

To apply, email your resume and letter of interest to:

Janine Heiner  
Director of Operations  
SafeWays, Incorporated  
jheiner@safeways.org.

Include the phrase COMPLIANCE TECHNICIAN in your email’s subject line.

PLEASE NOTE: A PRE-EMPLOYMENT BACKGROUND SCREENING, INCLUDING CRIMINAL AND CREDIT HISTORY WILL BE REQUIRED PRIOR TO AN OFFER OF EMPLOYMENT BEING MADE. CANDIDATES WHO HAVE SUCCESSFULLY INTERVIEWED FOR THE POSITION WILL BE ASKED TO COMPLETE A BACKGROUND CHECK CONSENT FORM AND PROVIDE A COMPLETE EMPLOYMENT/ADDRESS HISTORY FOR THE PAST 20 YEARS.