

M E M O

TO: All staff, Friends of SNCC, and potential members of the Freedom Corps

FR: James Forman

RE: Staff positions to be filled

By the time you receive this memo, I will be long gone. As you know, several people within SNCC will be travelling to Guinea as guests of the Guinean government. Efforts will be made to establish relations beneficial to all of us with African governments. In the executive committee meeting, held September 4-6, it was decided that we should circulate a list of positions that are currently vacant or are being filled only temporarily. Anyone interested in applying for these positions should write immediately -- not telephone -- to Courtland Cox, SNCC program director.

The following is a list of those positions available:

1. Southern Campus Coordinator -- would coordinate campus travelling, coordinate the regional and state conferences for the southern campuses, service affiliates on the campuses and generally organize the campuses with the help of the campus travellers.
2. 8 Campus Travellers -- would organize the campuses to which they are assigned for support work, conferences, educational programs and recruitment of personnel. Six travelers will be assigned on regional bases.
3. Alabama Project Director -- self explanatory.
4. Assistant Program Director -- would assist the program director in the execution of his duties.
5. Office Coordinator for Atlanta office -- would see that the demands and needs of the different offices of the Atlanta office were met and would generally supervise the running of the office to insure maximum efficiency.
6. Communications person -- to work with Julian Bond, communications director, out of the Atlanta office. Person must be able to supervise some sixteen people. (In other words -- to serve as a whip.)
7. Fund-raiser for Chicago SNCC office -- to coordinate fund-raising events, rallies and speaking engagements for Chicago area.
8. Special Gift Coordinator -- to work with professional fund-raisers and help coordinate fund-raising efforts of Friends

- of SNCC. Must be willing to travel. Preferrably a male who has internal drive, an ability to follow up on details. Must be thoroughly acquainted with SNCC. Person should be able to serve in the capacity of overall coordinator of fund-raising. He will have a staff to supervise. Must be able to start some fund-raising projects.
9. Administrative Assistant-- person must be able to handle many details of the organization. Person serves as assistant to the executive secretary in the area of administration. Administrative experience desirable. An ability to assign work, to supervise, to follow-up and to work is essential.
 10. Administrative Secretary of Photography Project -- to coordinate and administer the photography project and to make sure that the photographic needs of the organization, its affiliates, and various news outlets, are met.

Black Belt Project Personnel (Offices will be established in Atlanta but most personnel involved will be travelling).

11. Administrator -- to administer the program which will be set up for entire Black Belt area.
12. Labor Program Coordinator -- to work on unemployment and union organization in Black Belt area and other parts of the South.
13. Federal Programs Coordinator -- to handle research and implementation of federal programs for Black Belt project.
14. FDP Coordinator -- to develop an FDP program for the entire Black Belt area.
15. Community Center Coordinator -- to coordinate and develop a community center program for the entire Black Belt area.
16. Freedom School Coordinator -- to coordinate and develop a freedom school program for the entire Black Belt area.

Those interested in any of the above positions should respond immediately to Courtland Cox at the Atlanta office address:
8 1/2 Raymond Street, N.W., Atlanta 14, Georgia.