



Project Street Outreach (PSO), Inc.

Compliance Officer Job Description

PSO, Inc. is a grassroots, non-profit organization that services veterans and active-duty service members and their immediate family members in crisis. The goal is to eradicate homelessness and hunger in America, one city at a time, especially among our veterans by keeping our boots on the ground.

This position is **non-paying**, sits on the Board of Directors as a non-voting member and reports to the Executive Director. The Compliance Officer is responsible for ensuring the non-profit organization's processes and procedures comply with South Carolina's laws and regulations as well as internal controls. Informs the Executive Director and the Board of Directors, by staying abreast of regulatory standards, keeping an eye on all developments that affect the organization.

Duties:

- Monitors all operational processes and procedures using a compliance management platform to ensure the organization complies with all legal regulations and ethical standards.
- Manages the information flow by researching and recording and analyzing data and information. With a regular flow of information and conducting risk assessment by ensuring the organization runs smoothly.
- Trains and educates the Board of Directors and Sub-Committee Chairs on any legal changes and updates to compliance guidelines.
- Acts as a contact person and liaison between the Board of Directors, Sub-Committee Chairs, and volunteers.
- Conducts regular assessment to determine whether policies are compliant with the state law.