



## **SAFETY COORDINATOR/ORGANIZER**

**POSITION:** Community Safety Coordinator/Organizer

**ORGANIZATION:** [Info about host organization]

**DESCRIPTION:** The Safety Coordinator/Organizer will lead collaborative efforts to improve safety and quality of life in the \_\_\_\_ neighborhood, acting a liaison between residents, community-based organizations, developers (including \_\_\_\_ CDC) and police/prosecutors. The overarching goal for the position is to integrate the resources of people and institutions which influence crime and perceptions in the neighborhood to uncover more strategic and effective remedies for safety problems.

Specific responsibilities will include:

- Coordinate the efforts of residents, community organizations, developers and law enforcement to address safety and crime issues, such as by creating/staffing a multi-agency safety committee or task force.
- Oversee the development and implementation of safety workplans, including collaborative efforts to identify priority crime problems and implement specific interventions by key police/community stakeholders.
- Mobilize residents and businesses to participate in safety activities through community organizing and other efforts to build more active communication lines between police, prosecutors and neighborhood stakeholders.
- Cultivate and steward an institutional relationship between [host agency] and the police department to encourage strategic resource-sharing and creative collaboration.
- Serve as liaison between residents, police, businesses, churches, service agencies, etc. as needed.
- Advocate for the community and police on public safety and resource issues.
- Coordinate safety events and activities planned and sponsored by [host organization], such as National Night Out and community clean-ups.
- Create and distribute crime prevention and safety education information.
- Document and publicize neighborhood safety achievements to build confidence and buy-in among program partners.
- Represent [host agency] and safety partners at appropriate meetings, presentations, and public events.
- Compile and maintain a calendar of events, database of participants, and administrative records and reports for [host agency].
- Develop and manage the safety program budget, including overseeing funding contracts and required funder reports.
- Develop and oversee an outcome assessment plan, including coordinating data collection and analysis for funders and evaluators.
- Research and secure additional grant funding consistent with safety program objectives and manage additional grants as required.



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- Liaise with LISC Community Safety Initiative technical assistance providers as appropriate, to tap into national knowledge-sharing resources and communicate best-practices.

### **Required Personal Characteristics:**

- Group facilitation skills
- Strong interpersonal and communication skills
- Good analytical, negotiation, and problem-solving skills
- Strong administrative, time and task management skills
- Genuine commitment and sensitivity to residents and community issues
- Ability to work collaboratively with police officers and other law enforcement
- Respect for diversity
- Highly motivated and independent, yet team-oriented
- Must be able to work flexible hours and have reliable transportation
- Computer and other standard professional skills sufficient to prepare written reports, maintain databases, and develop competitive funding applications

### **Preferred Experience:**

- Bachelor's degree in social science or community development field or two years of professional experience in community development.
- Experience working with people from diverse backgrounds and cultures.
- Knowledge of the neighborhood and local institutions a plus.