



Job Announcement

**Urban Peace Institute
Los Angeles, California**

Position Title:

**Community Violence Intervention Project Coordinator
Exempt, Full-time Position**

Organization Overview:

The Urban Peace Institute (UPI) is a recognized leader in the field of community safety, just policing, and systems reform to end violence and mass incarceration. For over 20 years, UPI has worked to develop and implement innovative solutions to address community violence and engage in system reform.

Position Overview:

The Community Violence Intervention (CVI) Project Coordinator will play an instrumental role in advancing UPI's mission by spearheading community violence intervention initiatives within the Urban Peace Academy, managing critical grants, developing and managing the Peer Outreach Network, and deepening stakeholder engagements. This role demands a dynamic professional who is adept at multitasking, fostering relationships, ensuring project outcomes, and championing UPI's strategic community violence intervention objectives.

Responsibilities:

- **Urban Peace Academy Development and Coordination:**
 - Support the development of training curriculums and engage multi-sector instructors to foster professionalism in community violence intervention strategies.
 - Support the planning and delivery of existing Peace Academy training sessions.
 - Collaborate with UPI leadership and partners to define Peace Academy goals and methodologies based on project objectives.
 - Deliver training on diverse issues pertaining to community violence intervention, when/if appropriate.
- **Grants Management:**
 - Support the development and compliance of administrative processes for grant management.
 - Ensure that specific grant and/or contract deliverables are fulfilled within the stipulated timeframe.
 - Act as the liaison for and implement consistent check-in meetings with sub-awardees.
 - Assist in implementing interventions, where appropriate.
 - Help in the preparation and submission of reports.
 - Work collaboratively with a Research Data manager in the collection and analysis of project data.
- **Peer Outreach Network Development and Support:**

- Coordinate and contribute to the development and execution of a peer outreach network, including the development of a program framework and content build.
- Recruit, educate, and support practitioners.
- Recruit, prepare and liaise with facilitators.
- Provide administrative ownership of program, including coordination of meetings/events, ensuring stipends are paid, space is secured, etc.
- Stakeholder Engagement:
 - Coordinate, facilitate, and develop stakeholder tables for violence reduction, training methodologies, and strategic development.
 - Actively participate in and facilitate various forums, meetings, and sessions with community members, public officials, and experts.
 - Foster and maintain partnerships with a diverse range of stakeholders, including community organizations, violence intervention leaders, law enforcement, academics, and subject matter experts.
- Agency-wide Participation:
 - Engage in agency-wide planning, development, and communication activities.
 - Ensure alignment with agency goals and policies within the project domain.
 - Perform other duties as directed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- A bachelor's degree in relevant field of study (e.g. public policy, sociology, public health) or commensurate community violence intervention experience;
- Ability to work effectively with diverse people across the spectrum of socio-economic status, race, ethnicity and gender orientation;
- Demonstrated commitment to social justice and a disposition to work in an organization focused on civil rights and equity;
- Background in coalition-building or community organizing is desired;
- Specific experience on Urban Peace issues and/or community violence intervention is highly desired;
- General background in community-based non-profit work, social work, or other related field;
- Experience in group facilitation, program coordination and service delivery is highly desired;
- Experience in coordinating training development traditional and non-traditional settings is highly desired;
- Ability to multi-task under high pressure while remaining highly organized;
- Excellent written and oral communication skills, i.e. grant and report writing, outreach, facilitation and message delivery
- Strong analytical abilities, self-starter, organized, and detail oriented;
- Ability to take on responsibilities independently **and** work as a team with only general supervision;
- Strong internet research skills and very high computer proficiency;
- Excellent interpersonal skills;
- Familiarity with various forms of social media.

Annual Salary: \$65,000 - \$75,000 DOE. Includes health, dental and vision benefits. Parking is also included.

Urban Peace Institute is an "at will" and equal opportunity employer. Women and people of color are encouraged to apply.

To Apply:

Please send resume and cover letter stating interest in the position specifically detailing: 1) experience with developing professional networks and/or coalitions 2) grants administration and 3) commitment to urban peace issues and/or social justice, and 4) general work in community violence intervention space to:

ATTN: Mark Ohrtman, Director of Community Violence Intervention

1910 W. Sunset Blvd., Suite 800, Los Angeles, CA 90026

Or e-mail to: careers@urbanpeaceinstitute.org

Application Deadline: Open Until Filled