

YOUTH VIOLENCE PREVENTION PLANNING COORDINATOR

NATURE OF WORK

The Youth/Community Violence Project Coordinator is a pivotal position requiring strong leadership, communication, and interpersonal skills. The coordinator must possess the ability to work effectively with diverse populations, as well as interface with key community leaders and agency directors.

The Coordinator is responsible for the day-to-day activities of the youth/community violence reduction and prevention initiative. The coordinator shall serve as staff to the Steering Committee and the Intervention Team. The coordinator also has responsibility to interface regularly with the Research Partner, ensuring timely collection of data and other reports requested by the Steering Committee and Intervention Team. Work is performed under the general supervision of the Executive Director of the Criminal Justice Commission and required a high degree of independent judgment and initiative.

EXAMPLES OF WORK

Ensures that clear lines of communications and direction are defined with agencies and organizations.

Coordinates meetings of the Steering Committee and Intervention Team.

Coordinates and monitors ongoing data collection with the Research Partner.

Prepares ongoing progress reports for the Steering Committee.

Develops public awareness documents and publicity materials.

Provides training and education on the model to community and civic groups, businesses, schools and others.

Ensures regular contact with agency supervisors regarding the Intervention Team activities.

Assumes responsibility for day-to-day management.

Develops and administers a program assessment of community needs including the law enforcement and community responses to those needs.

Works closely with a variety of public and private community groups and local agencies for improvement of service coordination, delivery of services, and establishment of new community resources.

Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the objectives and resources of community, social and human service organizations and agencies.

Thorough knowledge of federal, state, local and private grant application procedures, and grant administration and management.

Considerable knowledge of current literature, trends and developments in the area of youth violence.

Ability to work with federal, state, county, and local agencies, and private and community organizations on projects of common interest.

YOUTH VIOLENCE PREVENTION PLANNING COORDINATOR - CONT'D**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES-CONT'D**

Ability to work effectively with diverse populations, as well as interface with key community leaders and agency directors.

Ability to exercise a high degree of independent judgment in coordinating a youth violence project involving numerous agency representatives, elected officials, law enforcement agencies, youth, and the general public.

Ability to prepare and present detailed analysis and reports.

Ability to communicate effectively both orally and in writing.

Ability to analyze complex human service problems and recommend appropriate courses of action.

Ability to develop program components which effectively meet desired objectives.

Ability to maintain monitoring records, prepare and submit detailed program plans, proposals and reports.

Ability to act as countywide liaison for the project.

Ability to use automated information systems.

Ability to work flexible hours.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major course work in Criminal Justice, Criminology, Public Administration, Social Science or related field and three (3) years of progressively responsible experience working in a government/private agency which includes management and administrative responsibility; or any equivalent combination of related training and experience.

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