



## **SAFETY AND JUSTICE COORDINATOR SOUGHT**

Mt. Vernon Manor CDC (MVM) seeks a motivated Safety and Justice Coordinator to join our team. MVM is a non-profit community development corporation dedicated to strengthening communities and families in West Philadelphia.

### **Our Organization**

Mt. Vernon Manor CDC is an experienced affordable housing developer and community partner located in the Mantua neighborhood of West Philadelphia. Our mission is to provide affordable housing opportunities; to encourage West Philadelphia residents to nurture caring families; and to champion a robust and sustainable environment and quality of life in West Philadelphia. MVM strives to cultivate safe, accessible neighborhoods for both longtime and newly arrived residents by pursuing strategic projects and partnerships that advance affordable housing opportunities, cultivate green and open space, enhance economic mobility, and improve public health and safety in our communities. Our goal is to help residents realize a shared vision of equitable development without displacement and to ensure that our community remains diverse, inclusive, and welcoming to all. See <http://www.mvmcdc.org/> for more information.

### **Safety and Justice at Mt. Vernon Manor CDC**

Since 2013, Mt. Vernon Manor CDC (MVM) has actively partnered with the Philadelphia Police Department's 16th District, the Office of Community Empowerment and Opportunity, other city agencies, non-profit organizations, and community members to address resident public safety priorities in the West Philadelphia community of Mantua. Our comprehensive efforts, including block by block organizing, crime prevention through environmental design, restorative justice and trauma-informed programming, and trust building between law enforcement and community members, have reduced the number of crime hotspots, supported lower crime rates, fostered community engagement and collective efficacy, and provided opportunities for positive police and resident interactions.

### **The Safety and Justice Coordinator**

The Safety and Justice Coordinator will oversee projects and programs that support local public safety in various stages of planning and implementation. They will receive support as needed to learn pieces of the work that are new to them, and have opportunities for growth and increased levels of responsibility over time. Specific responsibilities include:

- Cultivating and sustaining active relationships with public safety and justice stakeholders including community leaders, block captains, law enforcement and public safety leadership, elected and appointed officials, local business and nonprofit organizations, and others
- Organizing and facilitating community planning conversations with residents and other local stakeholders to develop a comprehensive area-wide public safety and justice program
- Providing education and training on public safety data and best practices to program partners and community members in public forums such as civic association meetings
- Designing and executing early action events to raise visibility and promote engagement with public safety and justice program planning and implementation
- Planning and leading meetings of the Promise Zone Public Safety Subcommittee
- Communicating and coordinating with program partners to implement each action and element of the comprehensive strategy in an effective, timely manner
- Managing program schedules and timelines, budgets and expenses, data collection and reporting, and compliance with funding requirements
- Creating materials related to press and public engagement events including flyers, social media posts, press releases, and briefing documents
- Maintaining project files in accordance with organizational systems and standards; and
- Other related duties as assigned.

### **Our Ideal Candidate**

MVM is looking for smart, creative, and hardworking people to join our team. Our ideal candidate enjoys the diverse roles required for project coordination and is comfortable working in a fast-paced, community-based environment. They will bring dedication, enthusiasm and a sense of humor to the work, and possess many of the following skills and qualifications:

- Bachelor's degree, preferably in public health, criminal justice, or a related field
- Two (2) or more years of experience in public safety and justice-related work preferred
- Applicants with at least two years of other relevant professional and personal experience that prepares them for the role are encouraged to apply
- Proven track record of engaging community members, public agencies, and other stakeholders to achieve shared goals
- Familiarity with current research and best practices related to community engagement in public health, criminal justice, and/or related fields
- Familiarity with Philadelphia's varying criminal justice and community stakeholders
- Ability to cooperate with others to set goals, resolve problems, and make decisions
- Ability to independently organize and prioritize project activities
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong verbal, listening, and written communication and team leadership skills
- Experience with both digital and traditional communications
- Strong working knowledge of Microsoft Office
- Ability to work accurately under pressure, delegate, and coordinate the work required to meet project deadlines and budgets, and adapt to changing requirements; and
- Ability to interact positively with people of all backgrounds, including members of our community, our staff, and outside stakeholders

## **The Application Process**

Please submit a resume and a cover letter documenting your experience and interest in or any questions about this position to [info@mvmcdc.org](mailto:info@mvmcdc.org) with the subject line “Safety and Justice Coordinator.” Applications will be reviewed and acknowledged as they are received.

The anticipated starting salary for this position is approximately \$50,000 annually, commensurate with experience and qualification, plus a generous benefits package. We seek to fill this position by July 2021, if not sooner. Please note: this a grant-funded position and is only guaranteed for three years. Continued employment beyond this time frame is subject to the availability of funds.

*Mt. Vernon Manor CDC is an Equal Opportunity employer and actively recruits people of color, women, people with disabilities, members of the LGBTQ community, immigrants, and people from low-income backgrounds. We strongly encourage applications from people with lived experiences in the communities with which we work.*