

Kalamazoo - Group Violence Intervention Coordinator

General Statement of Duties:

This is a contractual position funded by a grant. This position provides day to day coordination and management support to Kalamazoo's Group Violence Intervention (GVI) strategy. The Project Coordinator will work as a team with other GVI project partners including: Social service agencies, faith-based and community organizations, law enforcement, city officials, community members and the National Network toward achieving the established goals and objectives. The Project Coordinator is primarily responsible for nurturing and maintaining these partnerships. This includes coordinating among independent agencies ensuring that the implementation is effective and engaging in collaborative partnerships.

Core Duties/Responsibilities:

1) Ensure implementation of GVI strategy within the city

- Ensure implementation of Kalamazoo's GVI strategies within the city, including coordinating call-ins.
 - A central method of communication is the call-in, a face-to-face meeting between group members and the strategy's partners.
- Provide project updates to GVI partners, Governance board members, city officials and to the community including a Kalamazoo GVI website and brochure.
- Maintain project uniformity and integrity. Ensure that all activities are in alignment with the overall project mission and are in direct support of established project goals, objectives, policies and protocols, while allowing for unique local conditions, resources and needs.
- Work with the National Network technical assistance team for hands-on support to key project components (law enforcement, community involvement, offender services).
- Work with Governance Board Members and other project partners to effectively communicate the purpose, mission and outcomes of Kalamazoo's GVI to the community
- Coordinate a team of services for the participants and work with social services agencies, community agencies and GVI partners to address multiple problem areas affecting participants such as health, housing, mental health, learning disabilities, substance abuse, and various problem areas.
- Assist with the implementation of GVI's youth component (Bridging Opportunities)

- Assist with all other GVI duties as assigned.
- Be a positive ambassador of GVI and represent Kalamazoo's GVI at related events and committees.

2) Coordinate partners day-to-day

- Day to day coordination of the Kalamazoo GVI partners.
- Schedule and attend GVI related planning meetings and participate in weekly conference calls.
- Maintain healthy communication with stakeholders, including government officials, community groups, project partners, and staff. Hold partners accountable to communicated expectations.
- Identify challenges and work with partners to troubleshoot effective solutions.
- Facilitate GVI Meetings such as Governance board meetings, community meetings, etc.
- Identify program challenges and solutions. Work with Governance board members and GVI teams, project partners and working groups to manage problems.
- Establish and facilitate the on-going work of GVI including work groups with law enforcement, community engagement and social services.

3) Administrative management

- Create and manage program goals and objectives that operationalize the strategy.
- Ensure systems are in place to sustain GVI over time, e.g. regular group/gang audits and incident reviews are occurring, all working groups have stable membership and clear goals, and community engagement is aligned with law enforcement and social service activities.
- Work with grant writers to ensure that financial regulations and policies are strictly adhered to.
- Work with grant evaluators and ensure that they have access to information and data required for strategy assessment.
- Document all program activities. Maintain meeting minutes, contact information and activity reports.
- Track offender participation, offender interventions, offender outcomes and maintain records of call-ins.
- Cooperate with research partners to facilitate collection of data and analytic products.
- Assist in coordination and facilitation of appropriate trainings as required.
- Prepare written reports (activity reports and special reports as requested)

Deliverables:

Activity reports
Progress reports
National Network for Safe Communities' Quarterly Rubric
Drafting agenda for governance board meetings
Maintaining Metrics
Other reports as necessary

Qualifications/Knowledge/Skills and Abilities:

- **Bachelor's Degree with emphasis in related field (e.g. criminal justice, public administration, social services) OR Experience in working in a criminal justice field (law enforcement, corrections, re-entry, social services) OR being an individual who has been out of the criminal justice system for three (3) years and now is working to mentor, teach, and support individuals on a better path.**
- **Experience in project management**
- **Ability to learn new concepts and work independently**
- **Culturally Competent in community outreach and community program management**
- **Trusted and seen positively in the community**
- **Experience in facilitating meetings**
- **Excellent oral and written communication skills**
- **Computer skills including facility with Microsoft Office**
- **Presentation skills (including preparation of graphic presentation)**
- **Valid Michigan Driver's License and access to reliable transportation**
- **Ability to occasionally travel for work**
- **Knowledge of trauma informed practices**

*This is a one year contract and before the close of this contract the Project Coordinator and the Governance Board will discuss continuing on together for the next year. Governance Board members/teams will be actively searching for grants to support this position.

*Contractor will be required to undergo a criminal background check prior to execution of contractual agreement. Yet, having a past record does not automatically mean you would be eliminated from consideration.

*As a professional contractor, the GVI Coordinator is prohibited from possessing, manufacturing, distributing or dispensing marijuana, regardless of the legal status in Michigan.

To apply for this position please see the link below:

https://www.indeed.com/viewjob?t=group+violence+initiative+coordinator&jk=b50d64a1cfe09485&_ga=2.158696381.686077737.1556199897-1380554382.1537542718

Kalamazoo's GVI strategy provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity, age, veteran status, military service, disability unrelated to job requirements, marital status, genetic information or other protected status.