

NYC OFFICE OF THE MAYOR

MAYOR'S OFFICE OF CRIMINAL JUSTICE

MAYOR'S ACTION PLAN FOR NEIGHBORHOOD SAFETY



Position: MAP Community Coordinator

Quantity: Three (3)

Location: New York, New York

ORGANIZATIONAL PROFILE: The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system's fairness. MOCJ works with law enforcement and city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. The Mayor's Action Plan for Neighborhood Safety is a comprehensive initiative to reduce crime and strengthen neighborhoods in and around 15 New York City Housing Authority developments that account for 20 percent of all violence crime in the City's public housing.

JOB RESPONSIBILITIES:

The Mayor's Action Plan for Neighborhood Safety (MAP) is seeking three (3) Community Coordinators to report to and assist the team in the implementation, monitoring and evaluation of various activities related to the community engagement and culture change strategies of MAP. The Community Coordinator will provide administrative support and programmatic assistance across a variety of initiatives to reduce crime and engage community-based solutions. The Community Coordinator will assist in monitoring the progress of multiple agencies and community-based organizations; provide technical assistance; organize communities and build networks amongst stakeholder teams to ensure that MAP's initiatives are functioning effectively.

Under the supervision of MAP Management with some latitude for independent judgement, the Community Coordinator will assist the MAP team in professional and technical work performing the following tasks:

- Support MAP staff and subcontractor staff in the development and management of community engagement and participation strategies.
- Plan, monitor, coordinate and execute local NeighborhoodStat, meetings of key stakeholders, and action plan events in partnership with MAP staff and subcontractors.

- Establish and maintain strong relationships with city agency partners, community-based organizations, advocates and key local stakeholders in the MAP network;
- Prepare and deliver written and verbal presentations;
- Assist with community education, trainings, and outreach to community groups and local service providers at MAP sites;
- Collaborate with all service providers and outside agencies for follow up and ensure consistency in the delivery of services;
- Represent MOCJ at meetings with community, government, and other business entities;
- Perform other related duties as needed.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

The successful candidate must have leadership qualities and should possess the following:

- Bachelor's Degree plus a minimum of 2 years of relevant work experience.
- Knowledge of issues that face the criminal justice system.
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem-solve, balance competing priorities, and work independently within a fast-paced team environment.
- Ability to work comfortably with people at different levels within and outside the organization.

SALARY: Commensurate with experience

TO APPLY: Submit a cover letter, resume, and three (3) references to cjcresumes@cityhall.nyc.gov. Please be sure to include "MAP Community Coordinator" in the subject line.

New York City Residency Is Required Within 90 Days of Appointment

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