The Crown Heights Mediation Center is a unique neighborhood institution that works to improve community problem-solving, collaboration, and inter-group relations in Crown Heights, Brooklyn. One project of the Mediation Center, Save Our Streets Crown Heights (S.O.S.), is a community-based effort to end gun violence in the neighborhood. S.O.S. works closely with local organizations, neighborhood churches and pastors, community residents and the individuals most likely to commit a shooting. S.O.S. Crown Heights provides immediate intervention whenever a shooting occurs in the neighborhood, reaching out to the victim, friends, and family to ensure that a retaliatory shooting does not take place. S.O.S. Crown Heights works closely with neighborhood leaders and businesses to promote a visible and public message against gun violence. The goal is to end the spread of violence by encouraging local voices to articulate that shooting is an unacceptable behavior. Other projects include a youth development program, Youth Organizing to Save Our Streets, a Men’s Empowerment Program and a workforce development program.

The New York Juvenile Justice Corps is an AmeriCorps national service program and project of the Center for Court Innovation. The Juvenile Justice Corps places Corps members in courthouses, juvenile detention programs, and after school programs throughout New York City. Corps Members provide interventions and positive programming to divert young people out of the justice system and break the cycle of unmet educational needs and delinquent behavior. Throughout the year, Corps members participate in meaningful service projects to have a visible impact in the community as well as monthly trainings to support their professional development.

The Crown Heights Community Mediation Center seeks a “Resource Assistant” to assist walk-in clients with basic needs and to build up Mediation Center knowledge of organizations and agencies providing a range of services. The Resource Assistant will also act as a community liaison, attending various community meetings and sharing information across CHCMC programs.

**Responsibilities include but are not limited to:**

**Resource and Referral Provision**
- Assist walk-in clients with resources and referrals for such issues as housing, employment, immigration, SYEP, and public benefits. Work on resumes by appointment.
• Maintain records of and follow up with clients weekly to ensure they received the services they required.
• Serve as Fresh Air Fund liaison, assisting families in finding summer opportunities.
• Collect, update, and manage resource database.
• Gain expertise in information about businesses that are hiring, job fairs, and paid internship opportunities for YO SOS, SOS, “Make It Happen” and walk in clients.
• Coordinate visits and schedule appointments with clients for CHCMC outreach programming (examples: NYLAG mobile legal van, breast cancer screening truck, tax assistance)
• Draft blog posts about upcoming programs for the Center’s various social media sites.
• Work closely with all CHCMC programs to share information up to date information on resources.

Community Outreach
• Staff tables at resource fairs
• Attend community-based meetings, collect up to date information, report on that information and be prepared to present on ALL CHCMC programs
• Track resource information shared in databases
• Assist with merchant outreach including pizza box campaign, “guerrilla marketing” of anti-violence messages, Kingston Avenue Merchants Association (KAMA) activities, which might include beautification and clean-up activities

Event Support
• Provide back up support for planning and execution of S.O.S. events including making phone calls if there is a shooting, and at other events designed to decrease isolation.
• Provide support as needed such as, but not limited to, chaperoning events, assistance with community arts contest, talent show, sporting events, S.O.S. community events.

Qualifications
• MUST be willing to work evenings and weekends
• Some college preferred
• Interest in volunteerism and service to persons in need
• Computer savvy including knowledge of Microsoft Suite
• Excellent phone manner
• Personable and excellent people skills
• Excellent oral and written communication skills
• Ability to work well with diverse populations
• Represent the Mediation Center in a professional manner
• Personal or professional experience with public assistance, food stamps, public housing, homelessness, or Medicaid is a plus but not required
• Ability to multi-task and adapt to changing environments

Requirements:
• Commit to serve for 1 year from October 1st 2012 – September 30th 2013
• Serve a minimum of 35 hours per week (for a total of 1,700 hours in 12 months)
• Participate in monthly trainings and service projects with the Corps including some weekend and evening obligations
• High school diploma or GED
• Must be at least 18 years old by October 1st 2012
• Must be a U.S. citizen, national, or legal permanent resident alien of the U.S

**Position Type and Term of Service:** Full-time Volunteer Position from October 1, 2012 – September 30, 2013

**Compensation:**
• Educational grant award of $5,550 which can be used toward tuition or qualifying student loans
• Living stipend of $12,100 paid bi-weekly
• Basic health coverage
• Childcare reimbursement
• On the job and supplemental job training
• Professional development and networking opportunities
• Loan forbearance for qualified student loans
• 85% of Corps graduates go on to a full-time job or college!

**How to apply:**
Email cover letter and resume to: Subject line: Resource Assistant
Atten: Lizzie Dewan
E-mail: jobs@crownheights.org

Review positions available within the New York Juvenile Justice Corps online at [www.courtinnovation.org/employment](http://www.courtinnovation.org/employment)

**Deadline to Apply:** August BLANK

Direct applicants only, no third-party inquiries, or phone calls please.

Visit our website at [www.courtinnovation.org](http://www.courtinnovation.org).

The Fund for the City of New York is an equal opportunity employer.