

AmeriCorps Paid Volunteer Position (Full Time)
Program Assistant Save Our Streets (S.O.S.) Crown Heights

Save Our Streets Crown Heights (S.O.S.) is a community-based effort to end gun violence in our 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. S.O.S. Crown Heights is a program of the Crown Heights Community Mediation Center, a project of the Center for Court Innovation.

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.

S.O.S. Crown Heights seeks a Program Assistant who will report to the S.O.S. program manager and will also work closely with other program staff. The Program Assistant will provide support before, during, and after community events and shooting responses, perform limited administrative and clerical duties (such as data entry), and will specialize in finding resources and events applicable to the S.O.S. program participants. The Assistant must have a flexible schedule and be willing to work some evenings and weekends.

Responsibilities include but are not limited to:

- Support recruitment, training and coordination of volunteers.
- Assist with planning and attend community events such as youth festivals, community resource fairs, outreach activities, and shooting responses
- Perform phone, email, and in-person outreach prior to responses
- Brainstorm creative ways to engage participants and the community
- Prepare materials and giveaways
- Write short summaries of events for blog
- Make referral connections, find events, find speakers and possible partnerships
- Research products for purchase
- Update and post to S.O.S. social media (Facebook, blog) as needed
- Research and solicit in-kind support (theater and event tickets, gift cards, complementary items as client incentives)
- Attend community meetings (cb8, 77th, safety committee meeting) and write reports on the activities

- Maintain inventory of S.O.S. promotional material (t-shirts, bags etc) – in the office and in storage facility
- Maintain press packets
- And other appropriate duties as assigned by supervisors

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

Qualifications:

- MUST be willing to work evenings and weekends
- Interest in volunteerism, community service, & youth development
- Proficiency with Microsoft Office programs required
- Comfort with public speaking and representing the S.O.S. program
- Detail and outcome-oriented
- Ability to take initiative and follow through on tasks and provide timely updates to supervisor
- Strong writing skills
- Interest in and facility working with social media
- Ability to multi-task and adapt to changing environments
- Excellent oral and written communication skills including excellent phone manner
- Ability to work well with diverse populations
- Direct experience working with young people living in urban settings are strongly encouraged to apply
- Some college preferred
- Personal or professional experience with issues of gun violence preferred, but not needed

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:

Send cover letter and resume to: jobs@crowheights.org . You must put “S.O.S. Program Assistant” in the Subject line.

Review positions available within the New York Juvenile Justice Corps online at www.courtinnovation.org/employment

Deadline to Apply: August 6th, 2012. Please apply early, as candidates will be reviewed on an on-going basis.

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

Visit our website at www.courtinnovation.org.

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