



**Save Our Streets (S.O.S.)
Program Manager
Job Description**

The Center for Court Innovation, a project of the Fund for the City of New York, is a unique public-private partnership that promotes new thinking about how courts and criminal justice agencies can aid victims, change the behavior of offenders, and strengthen communities. The Center creates demonstration projects that test new approaches to problems that have resisted conventional solutions.

The Center for Court Innovation needs **Program Managers** for **two new Save Our Streets (S.O.S.) sites** – one in the Bedford-Stuyvesant section of Brooklyn and one in the Morrisania section of the Bronx.

S.O.S. is a replication of the Chicago Project for Violence Prevention’s evidence-based *Cure Violence* program, a cutting-edge gun violence prevention model that aims to reduce and prevent shootings through the use of public health strategies. Focused on high-violence target areas, *S.O.S.* works to prevent gun violence by 1) mediating conflicts that may end in gun violence, 2) changing the thinking of individuals who are most at risk of being victims or perpetrators of violence, and 3) working closely with a broad coalition of local partners to promote a visible community-wide message that shooting is unacceptable behavior. For each site, the Program Manager will be responsible for leading all program operations, as well as ensuring that the program remains true to the *Cure Violence* model. For more on how the model works, please see <http://cureviolence.org/>.

Responsibilities:

- Develop and maintain relationships with local service providers and program partners, including e.g. law enforcement, faith leaders, and community stakeholders, in order to identify and access resources for high risk individuals;
- Supervise the Save Our Streets (S.O.S.) Outreach Worker Supervisor and the Outreach Team;
- Recruit and supervise volunteers;
- Create and implement a community mobilization plan that encourages resident involvement in activities designed to change local norms towards gun violence. This may include the creation of an anti-violence coalition or participation in a pre-existing coalition;
- Organize and execute regular S.O.S. community events, including responses to shootings in the target area;
- Develop and disseminate public education materials;
- Help to develop the S.O.S. social media presence;
- Create and implement a plan to involve clergy in S.O.S. activities
- Participate in regularly scheduled meetings with Outreach Workers to ensure proper referrals and case management;
- Monitor late night staff activities through “spot checks”;
- Identify professional development opportunities for staff;
- Prepare grant progress reports and other program reports as needed;
- Report regularly to supervisor about successes, concerns and needs;

- Participate in all S.O.S. administration/management meetings and ensure that meeting proceedings are communicated to S.O.S. staff and supervisor(s);
- Fulfill speaking engagements and media events on behalf of S.O.S.;
- Interface with current and potential funders and supporters;
- Coordinate all fiscal, reporting, and human resources matters with other Center for Court Innovation staff as needed;
- Collaborate with and maintain regular contact with local and Chicago-based technical assistance providers;
- Work with the program evaluator to effectively track, manage, and analyze all program data;
- Complete documentation and reports on a timely basis;
- Organize and participate in regular reviews of program progress; and
- Any other responsibilities that may develop in the course of the work.

Qualifications

The Center is looking for an enthusiastic, energetic self-starter with a passion for preventing gun violence. The ideal candidate will have a BA or higher (MA preferred) in a human services field or equivalent experience; significant program management experience (e.g., supervising staff, monitoring budgets, documenting activities and outcomes, meeting program goals, etc.); and proven community organizing abilities. He or she will have excellent communication skills (written and verbal); the ideal candidate would be equally at home conversing with gang members, community activists, law enforcement personnel, and public officials. Experience hiring and supervising formerly incarcerated individuals is a plus. Past criminal justice system involvement is fine, but no pending criminal cases or prior convictions for sexual assault, child abuse or domestic violence. Knowledge of the relevant community (Bedford-Stuyvesant if you are applying for the Brooklyn site and South Bronx/Morrisania if you are applying for the Bronx site) is a plus. For the Bronx site, bi-lingual Spanish/English is also a plus.

Position Type: Full-time, requires some evening and weekend hours

Compensation: Competitive salary commensurate with experience. Excellent benefits.

To apply:

STEP 1: One of the goals of the S.O.S. model is to change community norms around violence. Write 1) a short description (no more than two paragraphs) of a community-based anti-violence event or activity you'd like to implement, and 2) a draft implementation plan for this event or activity.

STEP 2: Please submit a resume, cover letter, and your community mobilization description and implementation plan to hr@courtinnovation.org. The subject line of your email should say "**S.O.S. Program Manager -- Brooklyn**" if you are interested in just the Brooklyn position, **S.O.S. Program Manager – Bronx** if you are interested in just the Bronx position, or **S.O.S. Program Manager – Both Sites** if you'd like to be considered for both locations. Direct applicants only. No phone calls please.

DEADLINE: Applications are due as soon as possible but no later than **Friday April 25, 2014**. Applications will be reviewed in the order in which they are received.

Visit our website at www.courtinnovation.org.

*The Fund for the City of New York/Center for Court Innovation is an equal opportunity employer.
All qualified candidates are encouraged to apply.*