



Open Position: Youth Organizing to Save Our Streets Program Coordinator

Description

The Crown Heights Community Mediation Center, a project of the Center for Court Innovation, is seeking a **Program Coordinator for a new initiative, “Youth Organizing to Save Our Streets.”** The Program Coordinator will oversee an intensive community-based project serving young people who live or go to school in Crown Heights and have been affected by gun violence and want to work to stop the spread of gun violence. The Program Coordinator will plan, lead, and maintain all aspects of the program ensuring that a strength-based, holistic, youth oriented perspective is utilized.

The Center for Court Innovation, (the “Center”) founded as a public/private partnership with the Fund for the City of New York, is a non-profit think tank that helps aid victims, reduce crime, and strengthen communities. The Center creates demonstration projects that test new approaches to problems that have resisted conventional solutions. One of these demonstration sites is the Crown Heights Community Mediation Center. Operating out of a storefront since the summer of 1998, the Mediation Center provides training, anti-violence programs, youth programs and resource links to community residents. Its mission is to strengthen the community, prevent future conflicts, and encouraging communication and understanding.

Youth Organizing to Save Our Streets is a new youth development and community organizing program that will annually provide life skills to 25 young people, ages 14-17, who are disproportionately affected by violence in Crown Heights. Participants will receive leadership development training, case management services, and service learning opportunities while engaging in grassroots anti-violence efforts. Summer jobs will be provided for participants.

Responsibilities include but are not limited to:

Program Design and Implementation

- Design a curriculum that includes components that will strengthen the participants’ personal goals, connection to community and civic engagement, and educate them about gun violence as a public health problem.
- Develop, teach, and/or manage high caliber instructional classes related to youth development, leadership activities, and community service learning.
- Collaborate closely with schools, community based organizations, local leaders, parents to recruit participants and make connections for community engagement activities.
- Establish and steward partnerships with organizations and businesses that will provide opportunities for summer employment
- Recruit and select the students for the program.

Management, Administration, and Evaluation

- Work closely with Director and Deputy Director of the Mediation Center to ensure that program is integrated into other Center activities
- Supervise the Case Manager, who will be meeting regularly with participants to assist with individual and family needs such as housing, health, immigration and educational needs.
- Establish relationships with guest speakers.
- Assist students in planning their public education campaign
- Participate in staff trainings, staff meetings, and staff group, and supervisory meetings.
- Help providing overall organizational and administrative support.
- Represent the program at training sessions, outreach fairs, community events, and meetings with schools and community based organizations.
- Implement and manage internal operational systems.
- Refine criteria for evaluation of success of program, track all program data as required by the grant.
- Write grant reports.
- Attend weekly meetings.

Qualifications:

- BA required; graduate degree preferred
- Experience teaching youth in an out-of-school setting.
- Experience in program design, curriculum development and implementation.
- Experience working as part of a management team in a key decision-making role.
- Demonstrated success in designing a program.
- Background in community organizing and leadership development.
- Ability to contribute to a team-oriented, supportive, accountable work environment.
- Excellent written and verbal communication skills.
- Creative, hard worker, who can problem-solve and show initiative.
- Ability to handle a variety of projects and assignments at once, managing time well, including daily tasks and long term project goals.

Position Type: Full-time, requires evening hours

Salary: Commensurate with experience. Excellent benefits.

Deadline to apply: January 15, 2011

How to apply: No phone calls please. Please fax to 718-774-5349 or email your resume and cover letter in Word to crownheightsjobs@gmail.com. Include the job title, "Program Coordinator," in the subject line.

The Crown Heights Community Mediation Center is a project of the Fund for the City of New York. The Fund is an equal opportunity employer. All qualified candidates are encouraged to apply.

Please visit our web-site at www.crownheightsmediationcenter.blogspot.com and <http://soscrownheights.blogspot.com/>