



Drug Free Communities
27th Street West Drug Free Coalition
Job Title: Drug Free Communities Organizer

EXEMPT: Yes

LOCATION: 801 W. Michigan, Milwaukee, WI 53233

REPORTS TO: Drug Free Communities Manager

ORGANIZATIONAL SUMMARY:

Safe & Sound, Inc. emerged twenty years ago as a comprehensive, community-based response to crime and violence in the City of Milwaukee. Since 1998, Safe & Sound has been dedicated to improving safety in challenged Milwaukee's neighborhoods. Our three-pronged strategy advances: (1) partnerships with law enforcement, (2) community organizing and (3) youth development. In 2011, we received a White House Champion of Change Award for our innovative approach to making neighborhoods safer. **We unite residents, youth, law enforcement and community resources to build safe and empowered neighborhoods.**

POSITION SUMMARY:

Drug Free Communities Support Program selected Safe & Sound as a grantee in 2011. The Substance Abuse & Mental Health Services Administration (SAMHSA) provides a grant for a five-year period to community coalitions focusing in preventing youth drug and alcohol use. The 27th Street West Drug Free Coalition works in the 53208-zip code on Milwaukee's Westside with a focus on preventing youth alcohol and marijuana uses by changing environmental factors that increase the risk of youth substance use through a combination of community organizing, network building and support of positive youth programming. Coalition members include a variety of groups such as community-based organization, schools, youth, youth serving agencies, law enforcement and businesses.

The Drug Free Communities Organizer will work to strengthen and engage the Coalition, as well as to disseminate information, support community groups and create awareness and stakeholder buy-in to further Coalition purpose, goals and activities.

The DFC Organizer will work directly with youth in the 53208-zip code to design and implement youth-led activities, campaigns and events to build youth leadership capacity and to change environmental factors that contribute to youth alcohol and marijuana use.



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BASIC REQUIREMENTS

- Must have a valid driver's license, a vehicle, and automobile insurance.
- Must be able to pass a criminal background check.
- Requires City of Milwaukee residence at time of hire.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the overall day-to-day community organizing, networking and resident mobilization within the 53208-zip code as related to the mission of the 27th Street West Drug Free Coalition.
2. Make contact with residents and disseminate Coalition and program-related information by going door-to-door in the assigned neighborhoods on an ongoing basis.
3. Make presentations and represent Safe & Sound at relevant Coalition related events, community forums, block watch meetings, media events and collaborative community-based projects. Work to create community-wide awareness of the Coalition and Safe & Sound services and opportunities.
4. Support neighborhood block clubs, providing updates about the Coalition's action plan and progress. Recruit resident participation in Coalition activities, events and committees.
5. Develop strategic neighborhood outreach plans and approaches; implement innovative ways to provide information and recruit resident engagement, including but not limited to community-based projects and events.
6. Work collaboratively with youth serving agencies in the 53208-zip code to engage youth from the community in the Coalition. Develop and facilitate a Youth Council as part of the Coalition.
7. Work collaboratively with the Drug Free Communities Manager to develop and implement activities in the Coalition Action Plan. Support Coalition Committee goal setting and project development at the community level.
8. Assist in the biennial distribution and collection of the 27th Street West Drug Free Coalition Youth Survey.
9. Attend Safe & Sound Community Programs staff meetings, All Staff meetings and coordinate assigned neighborhood sector work with the Drug Free Communities Manager and other staff. Collaborate on Safe & Sound team efforts day-to-day in a variety of Milwaukee neighborhoods.
10. Ensure accurate and timely reporting and data entry of activities for the Coalition as directed by the Drug Free Communities Manager and Program Director.
11. Out of town travel as required by the grant, and local travel as needed for meetings, neighborhood

organizing, etc.

12. Perform all other duties and tasks as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Bachelor's degree or equivalent in social science or human services area; two years related experience and/or training in a social service setting that demonstrates the skills, knowledge and abilities needed to perform the above tasks; or equivalent combination of education and experience. Experience working with elected officials, law enforcement, neighborhood organizations, residents, churches and knowledge of the community and social issues. Good analytic and interpersonal skills.

COMPUTER SKILLS:

Ability to effectively utilize job-related software including, but not limited to, Microsoft Word, Outlook, Excel, and the internet to type proficiently, prepare reports, write correspondence and e-mail.

LANGUAGE SKILLS:

Ability to effectively present written and verbal information and respond to questions from the general public, state and local elected officials, law enforcement, neighborhood residents, youth, adults, as well as staff of various community-based organizations. Some public speaking required.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure.

REASONING ABILITY:

Sound judgment and temperament with the ability to listen to and interpret instructions, apply commonsense understanding, and carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS and ABILITIES:

Excellent communication skills and ability to work in a multicultural environment. Maintain confidentiality of written or verbal information. Knowledge of community issues, the Milwaukee community, and community organizations. Experience and ability to multi-task and coordinate a variety of projects simultaneously.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The position requires door-to-door canvassing, facilitating neighborhood events, and participating in block watch and community meetings.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work will be performed in an office setting, in neighborhoods and at meetings. The noise level in the work environment is usually moderate. Staff is expected to work until the job is done which may require to work some evenings and weekends for meetings, projects to accomplish assigned tasks and to carry out responsibilities.

APPLICATION INSTRUCTIONS:

Send cover letter, resume, salary history and three professional references with phone and e-mail contact information to Human Resources at hr@safesound.org or mail to:

Safe & Sound, Inc.
Attn: Human Resources
801 W. Michigan Street
Milwaukee, WI 53233

Applications accepted until position is filled.