



Community Program  
Job Description: Youth Organizer

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**EXEMPT:** Yes

**LOCATION:** 801 W. Michigan, Milwaukee, WI 53233

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**ORGANIZATIONAL SUMMARY:**

*About Safe & Sound:*

Safe & Sound, Inc. emerged eighteen 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 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.**

Beginning in 2015, Safe & Sound launched a Neighborhood Team to further integrate the elements of our signature strategy and practice methodologies, perform activities and provide resources to achieve greater impact. The Youth Organizer will help refine, develop and implement these evolving practices at Safe & Sound.

**POSITION SUMMARY:**

The Youth Organizer at Safe & Sound is one part of a three part strategy aimed at building collective efficacy in neighborhoods to create safer communities. The youth organizer focuses on engaging youth in positive activities in the community, providing project based opportunities for creativity and leadership development. Safe & Sound's effectiveness is dependent up these three strategies working together. We are looking for exceptional people who excel in the field and in the office. Youth Organizers need to operate successfully when working independently and as a member of a team.

Youth Organizers are neighborhood mobilizers who conduct outreach and organize youth year round. They recruit youth to available youth programming provided by CLCs and other non-profits. They also work with youth leaders to implement community and neighborhood improvement projects. The youth organizers will work as a member of their district team to build stability and cohesion in target neighborhoods. Youth organizers, in accordance with a youth and resident driven safety plan, support youth-led initiatives. These efforts will aim to enhance safety and reduce crime. The youth organizer will support these youth activities, clearing the way for youth to impact the community and help to bridge the intergenerational gap between youth and adult residents. The ultimate goal will be to increase youth collective efficacy in the neighborhoods, connecting youth to their community and empowering them to enact the change they'd like to see.



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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 youth community organizing, networking and youth mobilization within assigned neighborhood sector(s).
2. Work collaboratively with the District Attorney's Office, the City of Milwaukee, law enforcement, Safe & Sound Neighborhood Team and other community resources to provide planning, problem solving and assessment services relating to crime, violence and drive prevention efforts at the neighborhood level.
3. Build positive working relationships with the Alder people, County Supervisors, Mayor's Office, other elected officials, CBOs, businesses, residents and Safe & Sound staff.
4. Make presentations and represent Safe & Sound at relevant events, community forums, block watch meetings, media events and collaborative community based projects. Work to ensure that the services Safe & Sound are known, understood and accessible to residents, businesses and community based organizations.
5. Assist in maintenance of anti-crime block watches. Initiate and respond to stakeholder phone calls and e-mails.
6. Work with residents to identify and document complaints of illegal activity, including drug, gang and gun activity, from residents, law enforcement, elected officials or other sources and refer to appropriate authority or resource. Communicate with residents to identify and report illegal drug sale areas.
7. Ensure accurate and timely reporting and data entry of activities for assigned sectors. Identifying progress toward meeting goals and objectives. Submit data and narratives for weekly, monthly, quarterly and annual reports.
8. Develop strategic neighborhood outreach plans and approaches; implement innovative ways to provide information and recruit residents for leadership development, events, block watches and other initiatives.
9. Make contact with residents and disseminate program-related information by conducting outreach in the assigned neighborhoods on an ongoing basis.

10. Work in a leadership capacity with other team members to implement special project grants and initiatives, as well as, track and report on project outcomes.
11. Attend Safe & Sound meetings and work as a team with all Safe & Sound staff.
12. Perform all other duties 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 and/or churches. 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. Ability to 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. Job responsibilities include

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. Required 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](mailto:hr@safesound.org) or mail to:

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

Applications accepted until Tuesday, July 9<sup>th</sup> at 5 pm.