



## Community Program Job Description: Bilingual Community Organizer

---

**EXEMPT:** Yes

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

---

### **ORGANIZATIONAL SUMMARY:**

#### *About Safe & Sound:*

Safe & Sound, Inc. emerged sixteen 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 will launch 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 NEW Community Organizer will be an addition to our existing Team and will help refine, develop and implement these evolving practices at Safe & Sound.

#### *About Community Organizing:*

Our community organizers meet residents on their front porches and at community meetings, rebuilding social networks and facilitating connections to resources to make neighborhoods safer and stronger. By working with residents to remove graffiti, resolve issues of lighting, traffic, etc., and to organize clean-ups and block parties, community organizers empower residents to build community capacity, improving overall neighborhood quality of life. A critical part of the organizing function is to build community-police relationships, and gather intelligence from residents who are unwilling to engage with law enforcement.

### **POSITION SUMMARY:**

Community Organizers are neighborhood mobilizers who conduct outreach and organize residents year round, listening to, and addressing, the individual concerns of residents. Organizers develop neighborhood-based initiatives, enhancing safety and positively impacting the community and improving overall quality of life for residents. The strategy is based on year-round outreach in Milwaukee's high-crime neighborhoods. Resident complaints may include drug, sex trafficking, and other civil and criminal issues that arise in and around properties located within the assigned Safe & Sound sector(s). In addition, the Community Organizer works with other Safe & Sound staff, the Community Prosecutors, the MPD and other community-based organizations to plan and coordinate community forums, block watch meetings and other community collaborations which orient residents, families and businesses on the nuisance abatement process and provide resources and advocacy to encourage crime prevention, gang prevention and crime awareness. Community Organizers also serve as a technical and planning resource for community anti-crime events and initiatives.



## Community Program Job Description: Community Organizer

---

### BASIC REQUIREMENTS

- Fluent in Spanish and English
- 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 assigned neighborhood sectors.
2. Build positive working relationships with the Alder people, County Supervisors, Mayor's Office, other elected officials, CBOs, businesses, residents and Safe & Sound staff.
3. 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.
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 related concerns, 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. Conduct door-to-door outreach as a method to contact with residents and disseminate program-related information by 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. Assist with the development of the collective impact neighborhood plan, in coordination with the Collective Impact Manager.
12. Attend Safe & Sound meetings and work as a team with all Safe & Sound staff.
13. 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 in both English and Spanish. 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 Bridget Robinson at [bridget@safesound.org](mailto:bridget@safesound.org) or mail to:

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

Applications accepted until position is filled.

Salary begins at \$41k.