



Job Description: Programs Associate (Part Time) (Bilingual Spanish)

ORGANIZATIONAL SUMMARY:

About Safe & Sound:

Safe & Sound, Inc. is 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.**

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 Programs Associate supports the activities of the Programs Team and leads specific programming. The Programs Associate will spend approximately 30 hours per week providing administrative support to the Programs Team, particularly the Program Director, and 10 hours per week out in the community as an organizer.

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:

This unique position combines administrative expertise with community organizing and engagement. The Programs Associate serves as a member of the Programs Team.

For 20 hours per week, the Programs Associate responsibilities are to assist in the support of community building efforts as well as data collection, data entry and reporting. The position requires excellence in customer service, office support, resource material development, data entry and management as well as exceptional written and verbal communication skills.



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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

Administrative

1. Responsible for answering incoming calls and return messages providing callers with resource information; refer callers to appropriate program staff members or take messages.
2. Managing the schedule of the Program Director; setting up appointments via Microsoft Outlook calendar; to include internal/external meetings
3. Will assist with creating agendas and sending out meeting reminders to program staff
4. Update and maintain the Safe & Sound calendar of events.
5. Will be responsible for compiling the weekly Resource Guide for internal/external use.
6. Maintaining program inventory of supplies; managing check in/out process for equipment and ordering as needed. This may include in person shopping as needed for time sensitive supply needs.
7. Support the function of the Data & Evaluation Coordinator by running data reports as necessary related to funder requests.
8. Work with colleagues to support Safe & Sound projects across neighborhoods.
9. Draft correspondence as requested. Prepare reports, letters, proposals, fliers, presentations, etc., using Word, Outlook, Excel and PowerPoint.
10. Will be responsible for translating program flyers for Spanish speaking residents/neighborhoods
11. Will support various committees and work groups as needed.
12. Serve as a back up to the Operations Administrator as needed.



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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 preferred 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, SalesForce, Survey Monkey 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 (door to door outreach) 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 bridget@safesound.org

\$15/hour

Applications accepted until position is filled.