

Job Description	Neighborhood Safety Coordinator
Classification	Full Time / Non-Exempt / Hourly
Hourly Pay Rate	\$22 per hour

Organizational Summary

Safe & Sound, Inc. emerged 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) community organizing, (2) youth development and (3) partnerships with law enforcement. **We unite residents, youth, law enforcement and community resources to build safe and empowered neighborhoods.**

Position Summary

The **Neighborhood Safety Coordinator (NSC)** at Safe & Sound is one part of a three-part strategy aimed at building collective efficacy in neighborhoods to create safer communities. The NSC serves as a liaison between City of Milwaukee residents living in the assigned Milwaukee Police Department (MPD) districts and various law-enforcement, other government agencies and the Assistant District Attorneys serving as Community Prosecutors in these neighborhoods. The NSC's chief responsibility is to provide resources and advocacy to encourage crime prevention and crime awareness. The NSC will assist in the process of information gathering and reporting leading to the abatement of Community Liaison Office's (CLO) reported nuisances, included drug, sex work, and other civil/criminal issues that arise in and around properties located within the assigned district. In addition, the NSC works with Safe & Sound staff and residents to plan and coordinate community forums, landlord meetings, block watch meetings and other collaborations that orient residents, families and businesses on the nuisance abatement process.

Neighborhood Safety Coordinators work with residents to amplify their voices by helping to implement strategies of crime prevention. A critical part of the organizing function is to build community-police relationships by serving as a liaison between residents and law enforcement providing two-way communication (prioritizing and advocating for neighborhood safety priorities within the district). Neighborhood Safety Coordinators need to operate successfully when working independently and as a member of the team.

Safe & Sound uses Collective Impact as a framework for how we engage and partner with cross sector community stakeholders to support youth and adult residents to lead in their neighborhoods." Blank Position are responsible for incorporating collective impact strategies into their output goals. Collective impact includes leading work groups on specific resident-initiated goals and maintaining strong relationships with partners. These groups will meet regularly and are made up of community members and representatives from neighborhood partner organizations.

Neighborhood Safety Coordinators are responsible for incorporating collective impact work into their output goals. Collective impact will be done through leading working groups on specific resident-initiated

goals. These groups will meet regularly and are made up of community members and representatives from neighborhood partner organizations.

Neighborhood Safety Coordinators conduct outreach and organize residents year-round, listening to, and addressing, the individual concerns of residents. Neighborhood Safety Coordinators develop neighborhood-based initiatives, enhancing safety and positively impacting the community and improving overall quality of life for residents. Neighborhood Safety Coordinators work with a variety of community stakeholders to address resident-led initiatives and/or complaints that may include a broad range of neighborhood safety concerns. Resident complaints may include drug, sex work and other civil and criminal issues that arise in and around properties located within the assigned Safe & Sound sector(s). Neighborhood Safety Coordinators will incorporate activities, campaigns, events and disseminate prevention materials to build resident capacity to change factors that contribute to alcohol and marijuana use.

****About the Community Liaison Model**

The Community Liaison Model is a collaborative that focuses on resident’s public safety concerns involving the District Attorney’s Office, the police, Probation and Parole, Department of Neighborhood Services, and community-based organizations such as Safe & Sound, and residents in Milwaukee police districts. The program is designed to reduce crime, engage our citizens, and utilize limited resources in the most efficient manner to make our neighborhoods safer. The Milwaukee County District Attorney’s Community Liaison Officers have equipped prosecutors and police with better community input allowing a more effective response to neighborhood issues. It also brings citizens and law enforcement partners more closely together in enforcing the law while prevention crime and improving the overall quality of life in Milwaukee.

Basic Requirements

- Must have a valid driver’s license, a vehicle and automobile insurance
- Must be able to pass a criminal background check
- City of Milwaukee Residence Required

This position includes a workload comprised of:

Community Engagement (to include outreach)	30%
Partner Meetings *includes coordination of the CLO team	10%
Internal Meetings	10%
Administrative Work	30%
Leading Program Work (Prevention & Collective Impact initiatives)	20%

- Admin work: email, data entry reporting (Salesforce), web-based timesheet system, expense reports, use of project management tools (Click Up), Microsoft Teams communications, outreach prep, phone calls/text messages

- Community outreach: actual community facing work (doors, events, community hours)
- Partner meetings: external (in person or virtual)
- Internal: all staff meetings, pillar meetings, neighborhood team meetings, committee and workgroup meetings (in person or virtual)
- Prevention: all drug prevention related activities
- Collective Impact: training, surveys, workgroups

Essential Duties & Responsibilities

To perform this job successfully an individual must be a self-starter. This role requires building and maintaining relationships in a variety of settings. The requirements listed are representative of the knowledge, skills and ability required to perform the duties of this job satisfactorily.

1. Responsible for building positive working relationships with residents, Alder people, County Supervisors, Mayor's Office, other elected officials, CBOs, law enforcement, businesses, and other City of Milwaukee community resource departments.
2. Responsible for overall day-to-day tracking and case follow-through of nuisance properties in coordination with the assigned Community Liaison Officers.
3. Work collaboratively other Safe & Sound staff to provide planning, problem solving, and assessment services related to crime, violence and ultimately drive prevention efforts at the neighborhood level.
4. Make presentations and present Safe & Sound at relevant events such as monthly Crime & Safety meetings, community forums, block watch meetings, media events and collaborative community-based projects. They work to ensure that the services of Safe & Sound are known, understood and accessible to residents, businesses, and community-based organizations.
5. Facilitate virtual or in-person presentations and represent Safe & Sound at relevant events, community forums, block watch meetings, collective impact work groups, media events and collaborative community-based projects.
6. Assist in the maintenance of neighborhood block watches and block clubs. They initiate and respond to stakeholder phone calls and emails. They provide support and training for residents with support from the community organizer.
7. Document nuisance complaints from residents, MPD, elected officials or other sources and create nuisance property files, add to existing files or refer out to appropriate authority. They ensure that follow up is completed.
8. Summarize and record nuisance complaints, research findings and action steps taken by CLO team such as "knock and talks" or meetings with property owners, on CLO online database. They ensure accurate and timely reporting and data entry of activities for assigned neighborhoods and/or other city-wide responsibilities which help to identify progress towards meeting goals and target outputs. They are responsible for the timely and accurate submission of narratives, data entry and reports as it relates to assigned sectors (including priority neighborhoods) weekly, monthly, quarterly and annually.
9. In consultation with the Community Liaison Officers, set-up, meet and coordinate follow up with individual property managers/owners addressing issues at nuisance properties and offering supportive resources.
10. Will lead meetings and conversations with community stakeholders and residents about the ongoing coordination of the collective impact initiative. Neighborhood Safety Coordinators will lead the development and ongoing coordination of collective impact workgroups.
11. Will 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.

12. Will develop and cultivate relationships with neighborhood partner organizations.
13. Will host, facilitate, coordinate and be engaged with internal Safe & Sound meetings, committees and workgroups and work as a team with all Safe & Sound staff
14. Responsible for coordinating events such as Crime & Safety monthly meetings, National Night Out and other partner events in collaboration with the CLO team
15. Neighborhood Safety Coordinators will perform other duties as assigned.

Additional Requirements

This is a non-exempt level position with a work schedule of 40+ hours per week to include frequent nights/weekends for community events and meetings as needed. Work will be performed in an office setting, in neighborhoods and at meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in social science or human services preferred not required (minimum high school diploma or equivalent)
- Two or more years related experience and/or training in 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, the Milwaukee community and community organizations.
- Ability to effectively utilize job-related software including but not limited to Microsoft Word, Outlooks, Excel, Teams and the internet. Ability to type proficiently, prepare reports, write correspondence and e-mail.
- 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.
- Ability to add, subtract, multiply and divide in all units of measure.
- Sound judgement and temperament with the ability to listen to and interpret instructions, apply common sense understanding and carry out instructions furnished written or oral.
- Excellent communication skills and ability to work in a multicultural environment.
- Maintain confidentiality of written or verbal information.
- Experience and ability to multi-task and coordinate a variety of projects simultaneously.
- Physical demands include door-to-door canvassing, facilitating neighborhood events and participating in block watch and community meetings.

To apply, please submit your cover letter, resume, and 3 professional references to hr@safesound.org.