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Research. Development. Justice. Reform.

Greg Berman. Director

**JOB ANNOUNCEMENT**  
**Mayor's Action Plan for Neighborhood Safety (MAP)**  
**Engagement Coordinator, Red Hook Houses**

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The Center for Court Innovation is a non-profit organization that works to create a more effective and humane justice system by performing original research and helping launch reforms around the world. The Center creates operating projects that have been documented to reduce the use of jail and prison, assist victims of crime, and strengthen communities. Nationally and internationally, the Center performs original research and provides consulting services to justice innovators.

The Center is seeking a **MAP Engagement Coordinator** for Red Hook Houses to support a new community program under the Mayor's Action Plan for Neighborhood Safety (MAP). Underway since 2015 and led by the Mayor's Office of Criminal Justice, MAP is a comprehensive strategy to enhance public safety and strengthen community well-being in 15 public housing developments across New York City. A primary component of the program, Neighborhood Stat (NSTAT), aims to enhance safety by strengthening collaboration and capacity among community residents. Since 2016, borough-wide NSTAT meetings have been convened to share information and data, facilitate community engagement to identify neighborhood priorities geared towards enhancing quality of life and to spur collaboration and accountability among city agencies and stakeholders.

In a new phase of the effort, the Center will work to localize the NSTAT process by assisting each of 15 designated communities to convene local stakeholder groups to discuss, identify, and prioritize community initiatives, access and analyze data, identify and leverage resources, monitor community conditions, and implement projects that address local concerns and enhance public safety and well-being.

Reporting to the Associate Director of Neighborhood Strategies, the **MAP Engagement Coordinators** will assist in the planning and implementation of the Center's neighborhood safety initiatives [Red Hook Houses](#).

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**Responsibilities include but are not limited to:**

- Work closely with the Project Director, key Center staff, the Mayor's Office of Criminal Justice and John Jay College to support and advance all project tasks and timelines for the Neighborhood Safety Initiative(NSI): including project execution, data collection, research design and evaluation processes;
- Develop a comprehensive plan to gain a solid understanding of issues, concerns, interests and preferences of the community;
- Coordinate and execute community events and meetings by leading logistics, creating invitation

lists, conducting outreach, setting the program, initiating follow-up, and managing other tasks as necessary;

- Collaborate with Center staff and stakeholder team members to develop and implement systems and logistics to execute effective project planning and data collection;
- Support the strategic development of action plans for community problem-solving processes, project and/or initiatives;
- Build community partnerships through in-person meetings and attendance at community events, including; special events, precinct council meetings, community board meetings;
- Spearhead ongoing community outreach to raise awareness of NSTAT;
- Represent the initiative at community meetings and community events, which includes public speaking;
- Identify, develop and actively collaborate with partners to execute community projects;
- Coordinate and lead appropriate planning, resource and strategy meetings with stakeholder team members;
- Recruit and train new stakeholder members;
- Facilitate public community meetings, as appropriate;
- Recruit and orientate volunteers and maintain volunteer database and follow-up;
- Build knowledge of appropriate community and NYCHA services and resources to make appropriate referrals to stakeholder team members;
- Collect and enter all data pertaining to initiative at assigned site location;
- Liaise regularly with multiple City agencies including NYPD, NYCHA, DOT, FDNY DSNY, DYCD and others to leverage resources and acquire the necessary support for local initiatives;
- Other duties, as necessary.

**Qualifications:** The ideal candidate will have a Bachelor's degree or a minimum of 3 years in a related area, preferably community engagement/organizing and/or community development. The ideal candidate will be passionate, skilled and experienced in working with communities to promote health and safety. Other requirements include:

- Superior project and time management skills;
- Strong ability to manage and implement multiple project components simultaneously;
- Exceptional analytical, communication, presentation and writing skills;
- Demonstrated ability to work with a diverse, multi-disciplinary team;
- Demonstrated ability to develop and maintain strong relationships with governmental and community agencies, non-profit organizations and community groups;
- Demonstrated capacity to identify and achieve project goals, quickly, effectively and successfully in a fast paced, high pressure environment;
- Experience with grassroots/neighborhood campaigns and quality of life issues;
- Professional experience engaging public housing communities;
- Strong aptitude for interpreting data and data trends;
- Demonstrated skills in community education and organizing;
- In-depth knowledge and familiarity in and around assigned site location
- A dynamic personality;
- Sound ability to work with diverse communities in an empathetic, comfortable and non-judgmental manner;
- Ability to work as part of a team, yet take initiative and work independently;

- Creative, resourceful and strong problem-solving ability;
- Highly organized, detail-oriented and meticulous about quality, accuracy, and timeliness;
- Flexible schedule with the ability to work some weekends and evenings, if needed;
- Proficient in Microsoft Office: and,
- Ability to occasionally travel to all five boroughs.

**Position Type:** Full-time

**Compensation:** Salary range starts at \$55,000 and is commensurate with experience. Excellent benefits package.

**Location:** Red Hook Community Justice Center

**How to apply:**

Send resume, cover letter, salary requirements and an article (written by you or another author) that reflects your community organizing style with *MAP Engagement Coordinator, Red Hook* in the subject line to: [nsijobs@courttinnovation.org](mailto:nsijobs@courttinnovation.org)

If you are unable to access email, you may submit materials by mail or fax to:

*Address*

Center for Court Innovation  
520 Eighth Avenue  
New York, NY 10018

*Fax*

(212) 397-0985

The Fund for the City of New York/Center for Court Innovation is an equal opportunity employer. The Center does not discriminate on the basis of race, color, religion, gender identity, gender expression, pregnancy, national origin, age, military service eligibility, veteran status, sexual orientation, marital status, disability, or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the lesbian, gay, bisexual, and transgender communities as well as individuals with prior contact with the criminal justice system.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete an employment eligibility verification document form upon hire. Only applicants under consideration will be contacted. No phone calls please.

**Date Posted:** 10/26/18

**Deadline to Apply:** 11/25/18

Visit our website at [www.courttinnovation.org](http://www.courttinnovation.org).

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