

B R O W N S V I L L E
C O M M U N I T Y
J U S T I C E
C E N T E R

**Brownsville Anti-Violence Project
Program Coordinator Job Description**

The Center for Court Innovation, a project of the Fund for the City of New York, is a unique public-private partnership that promotes new thinking about how courts and criminal justice agencies can aid victims, change the behavior of offenders, and strengthen communities. The Center creates demonstration projects that test new approaches to problems that have resisted conventional solutions. The Center's problem-solving courts include the nation's first community court (Midtown Community Court), as well as drug courts, domestic violence courts, youth courts, mental health courts, and others. Nationally and internationally, the Center performs original research on topics of justice reform and provides consulting services to criminal justice innovators.

The Brownsville Community Justice Center is one of the newest projects of the Center for Court Innovation. The Justice Center is seeking a **Program Coordinator** to run the **Brownsville Anti-Violence Project (BAVP)**, a new initiative geared towards reducing violence in the Brownsville community. In partnership with a range of agencies and community-based organizations – including the Kings County District Attorney's Office, NYPD, the New York State Department of Corrections and Community Supervision (*i.e.* Parole), and the Brownsville Partnership – the program is centered around monthly call-in forums of high-risk, justice-involved individuals. Call-in participants receive the targeted, three-pronged message that future violent behavior will be rigorously prosecuted at both the state and federal levels, that many ex-offenders have successfully re-entered the community; and individuals seeking help to avoid this path will be supported by the community and its service providers.

While these call-ins have been in effect since August, the BAVP initiative will expand to include additional components, including developing and implementing a community-wide public education campaign promoting non-violence and cooperation with law enforcement and conducting a range of community engagement projects, including visible community benefits projects and youth programming.

The Program Coordinator would supervise a team of __ staff members (including ____) would work closely with the Justice Center's Senior Staff to operationalize the three core components of the Brownsville Anti-Violence Project (BAVP) approach: call-ins, outreach and public education, and visible community benefit projects.

Responsibilities include but are not limited to:

- Develop and maintain relationships with local service providers and program partners, including law enforcement, faith leaders, and community stakeholders, in order to identify and access resources for individuals at high risk of being gun violence victims or perpetrators
- Supervise the Brownsville Anti-Violence Project (BAVP) program staff and AmeriCorps member
- Work with project consultants to ensure that the BAVP program maintains model fidelity, as appropriate
- Utilize community organizing techniques to mobilize the community to participate in activities designed to change local norms towards gun violence

- Develop, maintain, and track public education materials
- Participate in regularly scheduled meetings with staff and partnering agencies to ensure proper referrals and case management
- Recruit and manage an active volunteer base
- Organize and execute regular BAVP community activities
- Prepare quarterly grant progress reports and other program reports as needed
- Participate in all BAVP administration/management meetings and ensure that meeting proceedings are communicated to other BAVP staff
- Work with Center researchers to coordinate evaluation activities
- Organize and participate in regular reviews with Center staff about program progress

Qualifications

- BA or higher (MA preferred) in a human services field) or equivalent experience
- Experience working with people who were formerly incarcerated
- No pending criminal cases or prior convictions for sexual assault, child abuse or domestic violence.
- Excellent communication skills (written and verbal)
- Proven management experience (e.g., monitoring budgets, programmatic progress to goals, etc.)
- Proven community organizing abilities
- Proven ability to document programmatic activities and outcomes
- Experience and/or training in crisis intervention and staff supervision
- Knowledge of Brownsville and/or Central Brooklyn a huge plus.

Position Type: Full-time; requires some evening and weekend hours

Compensation: Competitive salary commensurate with experience. Excellent benefits.

To apply: email your resume and cover letter in Word to migelber@courts.state.ny.us Subject line: "Brownsville Anti-Violence Project (BAVP) Program Coordinator."

Please also write and submit an action plan (however you define that) to organize the stakeholders in the BAVP catchment area. Working with stakeholders is a critical component of BVAP and an untapped resource. You should also include a letter to the clergy introducing the program and how they can be involved.

The Brownsville Community Justice Center is a project of the Fund for the City of New York. The Fund is an equal opportunity employer. All qualified candidates are encouraged to apply.