

Violence Prevention Coordinator

Company Name	City of Philadelphia, Office of Criminal Justice
Location	Philadelphia, PA
Position Type	Full Time - Exempt
Salary Range	\$60,000 - \$70,000 (Commensurate with Experience)
Close Date	Until Further Notice

Job Description

The City of Philadelphia (City)'s Office of Criminal Justice (OCJ) facilitates partnerships between City agencies, criminal justice partners, non-profit organizations, and community members in order to advance the Kenney administration's goals around violence prevention, criminal justice reform, and serving the formerly incarcerated. The OCJ is seeking an individual (Coordinator) to support its violence prevention portfolio through a variety of program management, evaluation, and communications activities. Initially, the Coordinator will work closely with the OCJ's Deputy Managing Director, the OCJ's Chief of Staff, and other high-ranking City of Philadelphia officials to develop priorities for preventing group violence during the Kenney administration. Over the long term, the Coordinator will work with program staff and academic partners to oversee evaluation strategies and data collection activities for all violence prevention programs. The Coordinator will seek out funding opportunities to support violence prevention programming and will manage all associated grants, contracts, and budgets. The Coordinator will bolster Philadelphia's efforts by monitoring best practices in violence prevention and serving as the City of Philadelphia's liaison with federal technical assistance providers and individuals working on violence prevention activities in other cities. The Coordinator will develop a plan for regularly communicating violence prevention activities and successes to the public, and the Coordinator will engage local community members and individuals with lived experience in the work. The Coordinator will work under the supervision of the OCJ's Deputy Managing Director and Chief of Staff.

Specific Duties and Responsibilities

- Work with program leaders and academic partners to ensure that all violence prevention programs supported by the OCJ are continuously evaluated; develop data collection tools and summarize data when necessary
- Develop and implement a communications plan for the OCJ's violence prevention work that includes social media, press releases, etc.
- Generate reports and briefs to update City officials and community partners on the City's violence prevention efforts
- Write grants to secure additional funding for current violence prevention programs and obtain funding for new endeavors
- Manage budgets and contracts related to violence prevention programs that receive funding through the City
- Represent the City of Philadelphia in a variety of events and meetings with various internal and external stakeholders
- Develop processes for engaging community members and individuals with lived experience in violence prevention work

- Monitor research findings and current events related to violence prevention for best practices and lessons learned; make recommendations to OCJ staff and partners regarding program modifications when appropriate

Required Qualifications

- A minimum of 2 years of relevant work experience in violence prevention, criminal justice reform, or a related field
- Knowledge of evidence-based violence prevention strategies
- Experience in program evaluation, with an understanding of data collection methods and data presentation
- Comfort working with individuals from a variety of backgrounds, ranging from high-ranking City officials to individuals engaged in group violence
- Strong organizational, analytical, and written communication skills
- Ability to quickly learn new programs and systems
- Comfortable working in a fast-paced environment
- Ability to work well with others
- Commitment to improving the lives of all Philadelphians by reducing group violence in a sustainable way

Preferred Qualifications

- Experience implementing an evidence-based violence prevention strategy
- Ability to analyze data using a statistical program like R or Stata
- Experience engaging community members in work to improve their neighborhoods
- Experience developing a communications strategy and managing social media accounts in a professional capacity
- Master's degree in Public Administration, Criminal Justice, Public Health, or a related field

To apply, please send an email to **jamie.spagna@phila.gov** and attach your resume and cover letter. Please include the name of the position you are applying for and your last name in the subject line of the email. Please note that if the email does not contain all of the information requested above, the application may not be considered.

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