



## **Public Safety Coordinator**

<b>Organization:</b>	<b>San Francisco SAFE, Inc.</b>
<b>Reports to:</b>	<b>Executive Director</b>
<b>Job Type:</b>	<b>Permanent Non-Exempt, Full-Time</b>
<b>Salary:</b>	<b>Based On Experience</b>

### **About the Organization:**

SAFE (Safety Awareness for Everyone) is a non-profit 501(c)(3) corporation that was established in 1976. SAFE provides crime prevention education and public safety services citywide, which include Neighborhood Watch and Business Watch groups, Personal Safety presentations to all groups, Residential and Business Security Surveys, Safety & Workplace Violence Prevention trainings for businesses, and other community policing activities and events. SAFE acts as a liaison between the community, the San Francisco Police Department, and other city and community agencies. It is our mission to make each diverse neighborhood in San Francisco a safer place to live and work.

### **Characteristics of the Position:**

Under the direction of the Executive Director, the Public Safety Coordinator organizes and implements crime prevention services and projects in San Francisco. You will be working with diverse communities on leadership development, strategizing and problem-solving on issues of crime and public safety in neighborhoods citywide. You will work closely with San Francisco Police Department personnel, Mayor's Office, Board of Supervisors, municipal agencies, community groups, civic organizations and businesses, and will promote community policing practices. Key activities of the position include Neighborhood Watch, Personal Safety, developing ways to engage and empower Block Captains and Leaders, and enhancing our current crime prevention programs.

### **Examples of Duties:**

- Plan, coordinate, and conduct Neighborhood Watch Groups and other community organizing projects with neighborhood residents and businesses to implement crime prevention strategies, utilizing the resources of SAFE, the Police Department, and other municipal and community-based organizations.
- Create and Implement Neighborhood Watch Block Captain meetings.
- Develop ways to continually engage and empower Neighborhood Watch members, Block Captains and Leaders; Enhance current program.
- Assist Program Director and Executive Director in programmatic and administrative issues pertaining to effectively monitoring and getting updates from Neighborhood Watch groups, including the NW signs.
- Create method to ensure efficient and effective follow-up with Neighborhood Watch groups.
- Plan and conduct Personal Safety Presentations for any type of diverse group.
- Act as trainer and consultant to leaders of existing Neighborhood Watch groups that desire to replicate and sustain Neighborhood Watch in nearby or adjacent blocks.
- Participate in Community Advisory Boards in assigned Police Districts as needed.

- Identify crime trends in target areas and populations for the establishment of SAFE projects, events, and activities.
- Appear before community groups, service organizations, merchants, church groups, corporate representatives, and employees to address specific crime and public safety concerns.
- Develop and maintain professional liaisons with police, community groups, businesses, the Board of Supervisors and city agencies.
- Conduct Residential Security Surveys as needed.
- Work with residents and managers in public and subsidized housing as needed.
- Participate in SAFE or outside committees pertaining to safety events and activities.
- Train and lead new Public Safety Coordinators at SAFE.
- Responsible for timely submission of required reports, statistics, documentation and other materials.
- Assist Program Director and Executive Director in the development and implementation of activities such as fundraising, events, community policing activities or other requests.
- Attend all mandatory SAFE staff meetings and trainings as assigned by Program Director or Executive Director.
- Other items, responsibilities or projects as needed, as assigned by SAFE Management.

**Qualifications:**

- A Bachelor's Degree in Arts or Sciences or relevant field/Two years' community organizing or community services work experience
- Experience with public and subsidized housing, and working in diverse neighborhoods
- Experience in Residential Security practices
- Strong written and oral communication skills
- Skills relating effectively with diverse groups
- Great presentation skills
- Familiarity with community advisory police boards and community policing principles.
- Experience in the areas of crime prevention, juvenile justice, conflict resolution, residential security and public safety is desired
- Knowledge of the public and non-profit sectors
- Experience in fundraising, non-profit development is helpful
- Ability to work independently and in a team
- Strong computer skills required Microsoft Office, Salesforce, email, internet, database and social media

**Compensation:**

Salary is based on experience, with excellent benefits (medical, dental, vision), vacation and sick leave, and 11 paid holidays.

**Hours:**

The Public Safety Coordinator is a full-time, non-exempt position. Note that hours may vary, and are flexible. You will be required to work some evening and weekend hours due to meetings, activities and events that occur during this time.

**To Apply:**

Please send a cover letter outlining your interest and resume to [info@sfsafe.org](mailto:info@sfsafe.org)