



Public Safety Coordinator **Emphasis on Child, Youth & Family Safety**

Organization: San Francisco SAFE, Inc.
Reports to: Executive Director
Job Type: Permanent Non-Exempt, Full-Time
Salary: Based on Experience

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 supervision of the Program Director, the Public Safety Coordinator organizes and implements crime prevention programs and services 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, the Board of Supervisors, Mayor's Office, and other municipal agencies, schools, community groups, civic organizations and businesses. Key activities of the position include Neighborhood Watch, Personal Safety, and developing creative ways to educate youth about safety.

Responsibilities Include:

- 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 and the San Francisco Police Department, as well as other municipal and community-based organizations;
- Plan and conduct Safety Presentations for children, youth, young adults and parents, including scheduling meetings & presentations with school administrators, teachers, and parents;
- Develop and implement Child & Youth Safety projects or curriculum;
- Lead and organize SAFE's "Kids & Cops" Program
- Plan and conduct Personal Safety Presentations for residents and businesses;
- Appear before community groups, organizations, merchants, church groups, corporate representatives, schools and employees to address specific crime and public safety concerns;
- As assigned by the Program Director or Executive Director, you may represent SAFE on various committees, task forces, etc.
- Participate in Community Policing activities and committees;

- Attend community meetings, activities or events as assigned;
- Develop and maintain good working relationships with community groups, businesses, government representatives, Mayor's Office, San Francisco Police Department and the SF Board of Supervisors.
- 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 that benefit the organization;
- Attend all mandatory SAFE staff meetings and trainings as assigned by Program Director or Executive Director;
- Other items, responsibilities or projects as needed, assigned by the Program Director or Executive Director.

Qualifications:

- A Bachelor's Degree in relevant field
- Knowledge of child and youth safety and development
- Two years' community organizing or community services work experience
- Strong written and oral communication skills, including presentations to large and small groups
- Familiarity with community advisory police boards and community policing principles.
- Skills relating effectively with diverse groups
- Experience with public and subsidized housing, and working in diverse neighborhoods
- Strong computer skills required Microsoft Office, Salesforce, email, internet, database and social media
- Experience in the areas of crime prevention, juvenile justice, conflict resolution, and public safety is desired
- Knowledge of the public and non-profit sectors
- Ability to work independently and in a team
- Bi-lingual abilities are helpful

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