



Garfield Park Neighborhoods Association

"Building A Better Community..."

334 Burton SE. Grand Rapids, MI, 49507 | Phone (616) 241-2443 | Fax (616) 241-5768 | www.gpnagr.org

COMMUNITY SAFETY ORGANIZER JOB DESCRIPTION

Position Level: Full Time organizational position, 40 hours per week. One year position

Start Date: March 1, 2010

Description: The Community Safety Organizer will be responsible for designing & implementing the programs required under a one year ARRA-Jag Grant. These programs include:

1. Eyes Wide Open Campaign- coordinates volunteers, identify vacant homes, monitor & watch for associated crime.
2. Be responsible for the implementation of new educational presentations on crime prevention & safety to schools, business, churches & the local community. Will include drug awareness, gang activity, & general crime prevention.
3. Expand our electronic outreach and communication between neighbors to increase reported crimes & prevention.
4. Survey homes for safety features.

Job Responsibilities

- Conduct block and multi-block meetings – *Will recruit new block captains/contacts*
- Active participation in neighborhood wide meetings and forums – *With staff and leadership*
- Submission of community safety article for each newsletter
- Conduct community trainings and presentations on public safety and neighborhood improvement techniques
- Coordinate efforts to build the above mentioned programs
- Advocate for the community on public safety issues
- Coordinate selected activities identified and prioritized by GPNA leadership
- Create and distribute communication on GPNA activities and community issues.
- Direct residents to appropriate community services and resources
- Represent GPNA at appropriate meetings, presentations, and public events, as needed

Professional Requirements:

- Bachelor's degree completed or in progress in social science, criminal justice, or community development field, or two years of professional experience in community (neighborhood) development
- Group facilitation skills
- Strong interpersonal and communication skills
- Good analytical, negotiation, and problem-solving skills
- Strong organizational, administrative, time and task management skills
- Genuine commitment and sensitivity to residents and community issues
- Respect for diversity
- Highly motivated and independent, yet team-oriented
- Must be able to work flexible hours and have reliable transportation. Some evenings and weekends will be required
- Computer and other standard office equipment skills sufficient to prepare written reports, maintain databases
- Microsoft Office skills are required.
- Experience working with people from diverse backgrounds, and cultures



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Salary and Benefits: Salary is \$26,000 (based on 40 hours per week); Health insurance is not available, but GPNA will reimburse employee's up to \$135/month for health insurance purchased elsewhere. Two weeks of vacation plus holidays. 403b available.

Contact Information: Please send cover letter and resume to the following by *February 23, 2010*

*Kathleen B. Woudstra
GPNA Director
334 Burton SE, Grand Rapids MI 49507
kwoudstra@gpnagr.org*