



## **Public Safety Coordinator**

**Organization:** San Francisco SAFE, Inc.  
**Reports to:** Program Director  
**Job Type:** Permanent Non-Exempt, Full-Time  
**Filing Deadline:** Friday, May 14, 2010

### **About the Organization:**

SAFE (Safety Awareness for Everyone) is a non-profit 501(c)(3) corporation that was established in 1976. SAFE supports residents, business owners, and community members to improve the quality of life in their neighborhoods. SAFE empowers community members to identify and resolve issues of crime and violence. SAFE believes that your neighborhood is your home; we work with communities to make them strong, safe and united. Historically, SAFE's neighborhood efforts have focused on the establishment of Neighborhood Watch and Business Watch programs throughout San Francisco. To date, there are over 250 successful, sustained Watch programs in the city. SAFE also provides security strategies to individuals and businesses, along with safety and crime prevention trainings to community groups. SAFE enjoys a strong collaborative relationship with the San Francisco Police Department (SFPD). As part of this collaboration, SAFE programs support the SFPD in maintaining ongoing, positive communications at the neighborhood level. It is our mission to make each diverse neighborhood in San Francisco a safer place to be.

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

Under the direction of the Program Director, the Public Safety Coordinator organizes and implements public safety programs and projects in San Francisco. You will be working with diverse communities on leadership development, strategizing and problem-solving issues of crime and public safety in neighborhoods citywide. This position will focus on the Bayview and Northern Police Districts (but may provide services citywide) and will require familiarity working with residents in and around public and subsidized housing. You will work closely with San Francisco Police Department, Mayor's Office, Board of Supervisors, Housing Authority, municipal agencies, community groups, civic organizations and businesses, and will promote community collaboration. Key activities of the position include Neighborhood Watch, Personal Safety Presentations, Tenant/Community Organizing, Problem-Solving and coordinating community policing activities.

### **Examples of Duties:**

- Plan, coordinate, and support Neighborhood Watch and other community organizing efforts with neighbors and businesses, utilizing the resources of SAFE, the Police Department, and other municipal and community-based organizations.
- Work with resident councils, managers and others in public and subsidized housing to organize and engage the community to address public safety concerns.
- Plan and facilitate workshops and meetings on community building and problem-solving.
- Plan and conduct Personal Safety Presentations for a variety of diverse groups.
- 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, or to give overviews of SAFE's services.

- Develop and maintain professional liaisons with police, community groups, businesses, the Housing Authority, Board of Supervisors and city agencies.
- Develop and train community leadership capable of sustaining SAFE programs in organized neighborhoods.
- Attend relevant meetings pertaining to public safety and crime prevention.
- Conduct Residential Security Surveys as needed.
- Responsible for timely submission of required SAFE reports, statistics, documentation and other materials.
- Maintain organization of and monitor status/activities/needs of current and established Neighborhood Watch groups, including level of activity and NW signs.
- 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 as needed assigned by Program Director or Executive Director.

### **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
- Commitment to building a safer community
- Strong written, oral communication and presentation skills, public speaking skills needed
- Skills in working with diverse groups and ability to problem-solve
- Experience in the areas social justice, crime prevention, juvenile justice, conflict resolution, residential security and public safety is desired
- Knowledge of the public and non-profit sectors
- Local familiarity with San Francisco neighborhoods and resources
- Experience in fundraising, non-profit development is helpful
- Ability to work independently and in a team
- Computer skills are required: Microsoft Office, email, internet, & database
- Bilingual skills are helpful

**Compensation:** Competitive with similar local non-profits; Generous benefits package including health, dental and vision; Transportation reimbursements; 403(b) retirement program; Vacation, sick leave, paid holidays. Salary range: 33,000 – 36,000 annually.

### **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 submit a cover letter and resume to: San Francisco SAFE, Inc., Hall of Justice Room 135, 850 Bryant Street, San Francisco, CA 94103, Attn: Program Director; Fax: (415) 553-1967; Email: [jobs@sfsafe.org](mailto:jobs@sfsafe.org)

**No Calls Please; EOE**