

JOB ANNOUNCEMENT



Mayor's Action Plan for Neighborhood Safety Engagement Coordinator

The Myrtle Avenue Brooklyn Partnership has served the Myrtle Avenue community in Fort Greene and Clinton Hill since 1999, working with residents, community-based organizations, institutions, businesses, and other stakeholders on or near Myrtle Avenue between Flatbush Avenue and Classon Avenue. Our mission is to foster an inclusive vibrant community anchored by Myrtle Avenue. We do this by engaging and supporting our neighbors, cultivating partnerships, building community capacity, identifying needs, and providing services that connect our neighbors to resources and opportunities.

The Partnership is seeking a full-time **MAP Engagement Coordinator (MEC)** for a new community program that will support the Mayor's Action Plan for Neighborhood Safety (MAP). Underway since 2015 and led by the Mayor's Office of Criminal Justice (MOCJ), MAP is a comprehensive strategy to enhance public safety and strengthen community well-being in 15 public housing developments across New York City. A primary component of the program, Neighborhood Stat (NSTAT), aims to enhance safety by strengthening collaboration and capacity among community residents. Since 2016, borough-wide NSTAT meetings have been convened to share information and data, facilitate community engagement to identify neighborhood priorities geared towards enhancing quality of life and to spur collaboration and accountability among city agencies and stakeholders.

In a new phase of the effort, the Partnership will work with the Center for Court Innovation (CCI) and MOCJ to localize the NSTAT process at Ingersoll Houses. We will convene local stakeholder groups to discuss, identify, and prioritize community initiatives, access and analyze data, identify and leverage resources, monitor community conditions, and implement projects that address local concerns and enhance public safety and well-being. Reporting to the Deputy Director for Partnerships and Programs, the **MAP Engagement Coordinator** will assist in the planning and implementation of the NSTAT neighborhood safety initiative at **Ingersoll Houses** in Fort Greene, Brooklyn.

Responsibilities include but are not limited to:

- Work closely with the Project Director, key CCI staff, the Mayor's Office of Criminal Justice and John Jay College to support and advance all project tasks and timelines for the NSTAT Initiative: including project execution, data collection, research design and evaluation processes;
- Develop a comprehensive plan to gain a solid understanding of issues, concerns, interests and preferences of the community;
- Coordinate and execute community events and meetings by leading logistics, creating invitation lists, conducting outreach, setting the program, initiating follow-up, and managing other tasks as necessary;
- Collaborate with staff, partners and stakeholder team members to develop and implement systems and logistics to execute effective project planning and data collection;
- Support the strategic development of action plans for community problem-solving processes, project and/or initiatives;
- Build community partnerships through in-person meetings and attendance at community events,

including; special events, precinct council meetings, community board meetings;

- Spearhead ongoing community outreach to raise awareness of NSTAT;
- Represent the initiative at community meetings and community events, which includes public speaking;
- Identify, develop and actively collaborate with partners to execute community projects;
- Coordinate and lead appropriate planning, resource and strategy meetings with stakeholder team members;
- Recruit and train new stakeholder members;
- Facilitate public community meetings, as appropriate;
- Recruit and orientate volunteers and maintain volunteer database and follow-up;
- Build knowledge of appropriate community and NYCHA services and resources to make appropriate referrals to stakeholder team members;
- Collect and enter all data pertaining to initiative at assigned site location;
- Liaise regularly with multiple City agencies including NYPD, NYCHA, DOT, FDNY DSNY, DYCD and others to leverage resources and acquire the necessary support for local initiatives;
- Other duties, as necessary.

Qualifications: The ideal candidate will have a Bachelor's degree or a minimum of 3 years in a related area, preferably community engagement/organizing and/or community development. The ideal candidate will be passionate, skilled and experienced in working with communities to promote health and safety. Other requirements include:

- Superior project and time management skills;
- Strong ability to manage and implement multiple project components simultaneously;
- Exceptional analytical, communication, presentation and writing skills;
- Demonstrated ability to work with a diverse, multi-disciplinary team;
- Demonstrated ability to develop and maintain strong relationships with governmental and community agencies, non-profit organizations and community groups;
- Demonstrated capacity to identify and achieve project goals, quickly, effectively and successfully in a fast paced, high pressure environment;
- Experience with grassroots/neighborhood campaigns and quality of life issues;
- Professional experience engaging public housing communities;
- Strong aptitude for interpreting data and data trends;
- Demonstrated skills in community education and organizing;
- In-depth knowledge and familiarity in and around assigned site location
- A dynamic and outgoing personality;
- Sound ability to work with diverse communities in an empathetic, comfortable and non-judgmental manner;
- Ability to work as part of a team, yet take initiative and work independently;
- Creative, resourceful and strong problem-solving ability;
- Highly organized, detail-oriented and meticulous about quality, accuracy, and timeliness;
- Flexible schedule with the ability to work some weekends and evenings, if needed;
- Possesses a collaborative spirit, and a willingness to dig in to ensure the project progresses forward;
- Proficient in Microsoft Office; and,
- Ability to occasionally travel to all five boroughs.

Position Type: Full-time, contract position offered for a period of 12-16 months.

Office Location: Myrtle Avenue Brooklyn Partnership, 472 Myrtle Avenue, Brooklyn NY 11205. Travel will be required both within the neighborhood and to other boroughs for meetings and trainings.

Schedule and Compensation: Myrtle Avenue Brooklyn Partnership values its employees' time and efforts dedicated to advancing the organization's mission. To that end, the organization supplements its salaries with a robust benefits package.

- Competitive salary commensurate with experience
- 35 hour work week, with possibility for flexible work schedule. (Note: this position will require some evening and weekend availability to attend meetings and trainings)
- 20 days of annual leave (includes vacation/sick days/personal days) and 12+ paid holidays
- Health, dental, and vision insurance, with premiums fully covered by organization
- Eligible for retirement benefit after 1 year of employment with employer match up to 3%
- Professional development opportunities
- Subsidized Citi Bike membership available

To Apply: Send resume, cover letter, and an article (written by you or another author) that reflects your community organizing style. Please submit electronic copies ([PDF](#)) of these to admin@myrtleavenue.org by February 19, 2018. *Applications will be reviewed on a rolling basis.* Please include "MAP Engagement Coordinator" in the subject line of the email. Applications can also be mailed to 472 Myrtle Avenue, 2nd Fl, Brooklyn NY 11205.

Note: In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete an employment eligibility verification document form upon hire. Only applicants under consideration will be contacted. No phone calls please.

The Myrtle Avenue Brooklyn Partnership is an Equal Opportunity Employer.