

Job Description

Scaling Safety Project Manager

About the Role

We are seeking a dynamic self-starting professionals to serve as a **Project Manager** for our Scaling Safety Initiative, a first-of-its-kind project to build the organizational capacity and programmatic strategy for community-based violence intervention and prevention agencies efforts to reduce violence in their respective communities and serve as a complementary strategy to existing law enforcement efforts.

Spearheaded by the Community-Based Public Safety Collective (CBPSC) and the Alliance for Safety and Justice (ASJ), Scaling Safety aims to support cities across the nation experiencing chronic violence cycles to scale up effective community-based intervention, prevention, and crisis response programs and integrate these strategies with the goal of making public funding for these organizations a permanent investment in community safety. Scaling Safety will focus its strategies across 5 cities: Austin, Texas; Tucson, Arizona; Jackson, Mississippi; Miami, Florida; and Cleveland, Ohio with the goal of reducing violence by 50% over the next 5 years.

Responsibilities

Under the supervision of the Scaling Safety Director of CVI Strategy, this position will co-develop and coordinate TTA process, infrastructure, resources, and curricula, to support the delivery of superior TTA across the Scaling Safety project and the Collective. Responsibilities include but are not limited to:

- Ensure effective administrative and operational processes for Scaling Safety staff, document and track all staff meetings and benchmarks, and support the **(Supervisor/Lead)** in their oversight, monitoring and operational leadership role

Who Are We?

The Community Based Public Safety Collective is a cadre of experts, building neighborhood leadership to advance public safety.

Our mission is to strengthen neighborhood leadership by investing in the education, advocacy, and training of community-based public safety practitioners and organizations.

Investing in community based public safety leaders is key in stopping violence and setting the nation on a transformational course toward a shared safety model rooted in systems of care, and healing.

- Ensure Scaling Safety has and utilizes organizational technology tools such that the division runs smoothly and effectively tracks work progress
- Support the **(Supervisor/Lead)** division in cross-divisional collaboration to ensure strong internal communication and alignment
- Develop a calendar and timeline of division work to execute annual strategic plans for the Scaling Safety
- Other duties as assigned

Job Requirements

This is a remote employee position , and will require 35-40 hours per week. Some travel may be required for retreats, site visits, and in-person trainings. Job requirements include:

- At least 5 years' experience working in the community-based public safety and/or restorative justice fields, or lived experience
- Experience with developing and facilitating trainings for various audiences
Experience building and managing teams
- At least 3 years supervisory experience
- Excellent time management skills, ability to multitask and prioritize work
- Excellent verbal and written communication skills
- Strong organizational and planning skills
- Proficient in MS Office Suites, Google Suites, Project Management Systems (Monday.com)

Skills & Proficiencies

- Problem solving
- Effective relationship management
- Project Management
- Budgeting
- Project planning and Development Skills
- Scheduling
- Staff Management
- Quality Management
- Process Improvement
- Contract Management
- Resource Development Management

To Apply

If you would like to apply for this position, please submit a resume to hr@cbpscollective.org

EOE Statement

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, gender

(including pregnancy), national origin, nationality, ancestry, age, familial status, marital/civil union status, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, disability status (mental or physical, including perceived disability, and AIDS and HIV status), protected veteran status or any other characteristic protected by law.