

Position Type: Violence Prevention Coordinator

Supervisor: Programs Manager

FLSA Status: Exempt

Position Overview:

YES' Violence Prevention Coordinator oversees a broad range of programs and initiatives funded by the Pennsylvania Commission on Crime and Delinquency (PCCD). Such funding allows YES to facilitate a teen council and provide youth, families, and community members with a hub of resources that support their resilience, well-being, and needs through outward facing violence prevention programming and YES' collective impact partnership. An individual in this position will manage and coordinate YES' violence prevention work within the collective impact partnership and through other PCCD-funded initiatives. This position requires a deep understanding of the state's violence prevention landscape and a keen understanding of how YES' grant-funded work fits within it.

Position Responsibilities:

YES' Violence Prevention Coordinator engages in tasks related to partnership cultivation, event development, reporting and evaluation, and program oversight. The responsibilities are more clearly defined below:

Collective Impact Partnership

- Work alongside the executive director to engage ecosystem members in implementing YES' strategic ideas and adhering to PCCD grant goals and outcomes
- Engage in weekly planning meetings with executive director regarding YES' broader vision for violence prevention programming and ecosystem growth management
- Plan and organize logistics for ecosystem convening meetings
- Coordinate with operations manager to reserve and organize space for partnership meetings
- Create agendas, powerpoints, handouts, and other meeting materials for convenings
- Transcribe notes and facilitate the presentation during ecosystem meetings and disseminate those to partners
- Communicate with members to discuss program opportunities, meetings, and updates
- Manage membership contact list and add/ remove new organizations and stakeholders as necessary
- Schedule individual membership meetings based on need
- Work with Programs Manager to conduct data collection and compose quarterly reports
- Communicate with project consultant about strategic planning, scheduling, and other needs
- Manage communication for partnership proceedings
- Develop partnerships with violence prevention stakeholders and connect them to YES' ecosystem

Other PCCD-funded Initiatives

- Lead YES' Youth Justice Advisory Board (YJAB) by engaging young people in weekly convenings afterschool
- Lead youth football and cheerleader partnerships by coordinating resources, organizing programming, tracking attendance/engagement, and processing and distributing stipends
- Lead school-based PCCD initiatives by coordinating resources, organizing programming, tracking attendance/engagement, and processing and distributing stipends
- Coordinate all of YES' violence-related community outreach efforts and resources

- Attend meetings and violence prevention-related convenings as a YES representative (YJAB monthly meeting, PA Peace Alliance PD, WestED technical assistance, occasional calls with PCCD Representatives)
- Conduct and attend PCCD specific meetings with project staff to support project implementation and development
- Oversee YES' Fun Fitness for Sports and Health (FFISH) Programming by coordinating resources, supporting program development, engaging in case management of student participants, developing programming alongside external program team, and advancing program research efforts
- Plan and coordinate cultural excursions, teen symposiums, and additional leadership activities related to Violence Prevention work
- Develop relationships and build partnerships with community and professional leaders
- Engage in other tasks and programs as needed

Key Performance Indicators:

- Plan and run bi-weekly collective impact partnership meeting
- Meet recruitment goals for collective partnership group
- Meet grant deliverables for PCCD YJAB and HUB programming
- Attend community-led violence convenings and meetings
- Coordinate and plan violence prevention/ intervention symposiums

Application Requirements

Please review our website (www.yespgh.org) and submit your resume, a letter detailing your ability to fulfill the job expectations, and three professional references to dljones@yespgh.org.

Timeline

Role will begin in September t as a full-time position (or as soon as position is filled).