



SEATTLE NEIGHBORHOOD GROUP

Seattle Neighborhood Group educates, organizes and collaborates with residents, businesses, government entities and other organizations to create safe communities through equitable engagement, with a focus on underserved populations.

Job Title: South Park Public Safety Coordinator

Based at: Seattle Neighborhood Group 1810 East Yesler Way, Seattle, WA 98122

Compensation: Salary range is \$42,000-\$50,000 DOE and includes health benefits, vacation and sick leave. This is a full-time salaried position. Seattle Neighborhood Group is an equal opportunity employer.

To apply: Send a cover letter and resume to info@sngi.org by February 15, 2020.

Job Purpose: Serve as a liaison for community, businesses, organizations, and the City of Seattle; working collaboratively to improve coordination, communication, and partnerships among groups working on public safety challenges in South Park, with an emphasis on engaging non/limited English-speaking residents and other historically underrepresented groups in South Park.

Essential Duties: Includes neighborhood coordination, communication, advocacy, education, information gathering and problem solving regarding South Park Community public safety concerns.

Key Responsibilities:

1. Support Seattle Neighborhood Group's Vision and Mission and uphold the agency's Core Values.
2. Support the South Park Public Safety Task Force priorities through coordinating community and government partnerships with a focus on developing relationships and addressing public safety challenges.
3. Provide staff support for the Public Safety Core Team monthly meetings, and share information about the group's progress to the wider South Park community
4. Plan and deliver 3 public safety meetings with Seattle Neighborhood Group and relevant City of Seattle staff.
5. Support relationship building and transparency between South Park Community and Seattle Police Department.
6. Maintain regular communication with community stakeholders, including building an inclusive communication network, creating quarterly newsletters, providing translation.
7. Identify community perceptions of safety, work with SPD & SNG to identify emerging crime trends
8. Maintain excellent documentation, reports, and meeting notes

Experience Required:

- Must be familiar with the South Park neighborhood
- Must have demonstrated experience in building partnerships and navigating systems with low-income, communities of color, and diverse populations.

Basic Requirements:

This position requires excellent collaboration and communication skills, including excellent active listening skills, effective writing skills, effective verbal and presentation skills. Facilitation skills are essential.



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Coordinator will spend part of their week in South Park. Occasionally the coordinator will be required to work evenings and weekends. This position requires transport of meeting materials and requires the ability to lift twenty pounds and to navigate uneven surfaces. Excellent time management skills, including strong task prioritization abilities will be necessary to succeed in this position. Please be familiar with using software like Microsoft Word and Excel and be willing to use the Mac Operating System.

Candidates must undergo a criminal background check; however criminal history will not necessarily preclude employment.

Questions about this position?

Please contact Jake Hellenkamp at jake@sngi.org or (206) 323-9666.



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