



Take charge, make CHANGE

**SAFE STREETS CAMPAIGN
JOB ANNOUNCEMENT**

Position: Imagine Justice Project Support Specialist

Reports to: Imagine Justice Project Coordinator

Salary: \$20.00 – \$22.00 per hour (depending on qualifications) plus benefits

Type: Full-Time Non-Exempt Temporary Position (Ends July 31, 2022)

Vaccination Required: This position requires proof of COVID-19 vaccination or documentation of acceptable medical or religious exemptions. Individuals seeking an exemption will be required to receive regular COVID-19 tests and may be subject to additional safety protocols

Position Summary:

Support the Imagine Justice Project by providing direct support to a team of AmeriCorps members, as well as administrative and programmatic support to the overall project. Work closely with the Project Coordinator to continue to develop the quality of the newly launched Imagine Justice Project. Work will include both virtual and in-person activities. This is a full-time temporary position that will end at the end of the grant year on July 31, 2022. Position may be extended depending on availability of funding.

About Safe Streets:

Safe Streets unites and inspires youth, neighbors, and businesses to build safe, healthy, thriving communities across Pierce County. We use research-based strategies to engage and build the capacity of grassroots leaders, supporting them to make positive, equitable changes in our community. Safe Streets fosters a learning culture and a collaborative team environment. The staff work hard and make an incredible difference in the Tacoma and Pierce County community.

About the Imagine Justice Project:

Young people often come into contact with the criminal justice system as a result of normal adolescent behavior, such as taking risks and pushing boundaries. Due to institutional racism and implicit bias, this happens more often for Black and Brown youth through the over-policing of communities of color, racial profiling and disproportionate minority sentencing. The isolation and stigma surrounding criminal justice system involvement create additional barriers preventing youth and young adults from achieving their full potential. Protective factors, such as participation in positive youth development programs and connection to caring adults, can create safe and supportive environments for youth that prevent and reduce contact with the criminal justice system.

The Imagine Justice Project is a collaborative Pierce County effort to strengthen youth development and advance equitable, community-centered justice systems. One of the primary strategies of the Imagine Justice program is to leverage AmeriCorps volunteers to build the capacity of local organizations to provide culturally response, trauma-informed positive youth development programs and services.

Work Schedule:

This position has a semi-flexible work schedule to accommodate the variety of project activities. Typical hours will be approximately 9:00 AM – 5:00 PM, Monday – Friday, with occasional evenings and weekends. This is a full-time temporary position that will end at the end of the grant year on July 31, 2022. Position may be extended depending on availability of funding.

Primary Responsibilities:

1. Meet regularly with approximately 14 AmeriCorps service members to provide coaching, support, and to oversee compliance with AmeriCorps grant protocols
2. Lead coordination with AmeriCorps members and Project Coordinator to schedule and plan team activities, trainings, and events
3. Prepare digital and print materials to support the members and overall project, such as the member handbook and impact stories
4. Support member recruitment by designing outreach materials, conducting outreach to community partners, and coordinating with applicants
5. Support program performance evaluation through data collection and data entry
6. Contribute feedback and ideas to strengthen the project and support achievement of project goals, objectives, and performance targets
7. Proactively work to create an environment that is inclusive of individuals from diverse backgrounds
8. Contribute to a positive work environment through professionalism, accountability, communication, engagement, and fun

Required Qualifications:

1. Proficiency with digital tools including Microsoft and Zoom
2. Ability to thrive in a dynamic, fast-paced environment with shifting priorities
3. Effective oral and written communication skills in the English language
4. Awareness of personal strengths, triggers, and biases. Commitment to continued learning and personal growth
5. Experience working with individuals from diverse backgrounds
6. Commitment to promoting the values of justice, diversity, equity, inclusion, and accessibility
7. High school diploma AND at least two years of related experience
8. Must consent to the National Service Criminal History Check (NSCHC) process. Individuals who have convictions of murder, and/or are required to be registered on a sexual offender registry will be disqualified from this position
9. Must provide proof of vaccination against Covid-19 or acceptable documentation of religious or medical exemption. Individuals seeking an exemption will be required to receive regular COVID-19 tests and may be subject to additional safety protocols

Desired Qualifications:

1. Lived experience in the juvenile justice system, foster care, homelessness, or poverty
2. Bachelor's degree in criminal justice, human services, public health, or related field
3. Experience with AmeriCorps national service
4. Knowledge and/or experience in the following: Juvenile Detention Alternatives Initiative (JDAI), social emotional learning, trauma-informed care, motivational interviewing, positive youth development, adolescent brain development, juvenile re-entry, or project management
5. Previous experience in volunteer coordination, case management, or supervision
6. Familiarity with Pierce County community resources and programs

Benefits: Benefits include health insurance (medical, dental, and vision), employee assistance program, short-term disability, term life insurance, and 401K retirement savings plan with employer match.

Our Commitment to Diversity, Equity and Inclusion

Safe Streets promotes culturally responsive, community-based services for community members resulting in increased representation and collaboration among the diverse communities of Pierce County.

It is the intent of Safe Streets to include all ethnic, racial, and socio-economic groups at all levels of the organization, including staff and board membership. The reality is that many communities remain underserved by mainstream institutions. The aim of Safe Streets is to strengthen advocacy activities in the diverse ethnic, racial and cultural communities and groups of Pierce County.

We're passionate about creating an inclusive workplace that promotes and values diversity. Organizations that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective are proven to be better organizations. More importantly, we believe that creating an environment where everyone, from any background, can do their best work is the right thing to do.

Application Procedure:

Please email your resume, cover letter and three professional references to: kohler@safest.org with the subject line "PROJECT SUPPORT SPECIALIST". Incomplete applications will not be reviewed. Priority consideration will be given to applications received by Monday, November 22nd.

Disclosure:

Nothing in this job description restricts the rights of Safe Streets to assign or reassign duties and responsibilities at any time.

Safe Streets is an equal opportunity employer. All qualified candidates will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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