



## **Public Safety Coordinator** **Emphasis on The SAFE Bike Program**

<b>Organization:</b>	<b>San Francisco SAFE, Inc.</b>
<b>Reports to:</b>	<b>Executive Director</b>
<b>Job Type:</b>	<b>Permanent Non-Exempt, Full-Time</b>
<b>Salary:</b>	<b>Based on Experience</b>

### **About the Organization:**

SAFE (Safety Awareness for Everyone) is a non-profit 501(c)(3) corporation that was established in 1976. SAFE provides crime prevention education and public safety services citywide, which include Neighborhood Watch and Business Watch groups, Personal Safety presentations to all groups, Residential and Business Security Surveys, Safety & Workplace Violence Prevention trainings for businesses, and other community policing activities and events. SAFE acts as a liaison between the community, the San Francisco Police Department, and other city and community agencies. It is our mission to make each diverse neighborhood in San Francisco a safer place to live and work.

### **Characteristics of the Position:**

Under the direction of the Program Director, the Public Safety Coordinator organizes and implements public safety programs and projects in San Francisco. You will be working with diverse communities on leadership development, strategizing and problem-solving issues of crime and public safety in neighborhoods citywide. This position will focus on SAFE Bikes Program and will require establishing relationships with diverse groups of residents, businesses and organizations. You will be assigned to two of the 10 Police Districts (but may provide services citywide). You will work closely with San Francisco Police Department, Mayor's Office, Board of Supervisors, municipal agencies, community groups, civic organizations and businesses, and will promote community collaboration. Key activities of the position include Neighborhood Watch, Community Watch, Community Police Advisory Boards, Personal Safety and Bicycle Theft Prevention Presentations, Residential Security Assessments, SAFE Bikes Outreach, Problem-Solving with the police and the community, and coordinating community policing activities.

### **Examples of Duties:**

- Plan, coordinate, and support Neighborhood Watch and other community organizing efforts with neighbors and businesses, utilizing the resources of SAFE, the Police Department, and other municipal and community-based organizations.
- Maintain organization of and monitor status/activities/needs of current and established Neighborhood Watch groups, including level of activity and NW signs.
- Plan and conduct Personal Safety and Bicycle Theft Prevention Presentations for a variety of diverse groups.
- Identify crime trends in target areas and populations for the establishment of SAFE projects, events, and activities.
- Conduct Residential Security Surveys
- Appear and speak before community groups, service organizations, merchants, church groups, corporate representatives, and employees to address specific crime and public safety concerns, or to give overviews of SAFE's services.

- Conduct extensive outreach for SAFE Bikes Program by developing bicycle safety information through printed materials, videos, interviews; tabling at Health & Safety fairs, Sunday Streets Events.
- Organize, coordinate, and manage volunteers for SAFE Bikes
- Help to grow our expanding social media outreach efforts and bring in technological means to organize and motivate communities.
- Develop and maintain professional liaisons with police, community groups, businesses, Board of Supervisors and city agencies.
- Attend relevant meetings pertaining to public safety and crime prevention.
- Responsible for timely submission of required SAFE reports, statistics, documentation and other materials.
- Assist Program Director and Executive Director in the development and implementation of activities such as fundraising, events, community policing activities or other requests.
- Attend all mandatory SAFE staff meetings and trainings as assigned by Program Director or Executive Director.
- Other items as needed assigned by Program Director or Executive Director.

**Qualifications:**

- A Bachelor's Degree in Arts or Sciences or relevant field or Two years' community organizing or community services work experience
- Experience in meeting facilitation and public speaking
- Strong written, oral communication and presentation skills
- Social media savvy
- Skills in working with diverse groups and ability to problem-solve
- Experience in the areas social justice, crime prevention, juvenile justice, conflict resolution, residential security and public safety is desired
- Knowledge of the public and non-profit sectors
- Local familiarity with San Francisco neighborhoods and bicycle advocacy groups
- Experience in fundraising, non-profit development is helpful
- Ability to work independently and in a team
- Weekend and evening work required; access to reliable transportation for travel within the city
- Computer skills are required: Microsoft Office, email, internet, and CRM software (i.e., Salesforce)
- Fluency in Spanish is desirable

**Compensation:** Salary is based on experience, with excellent benefits (medical, dental, vision), vacation and sick leave, and 11 paid holidays.

**Hours:** The Public Safety Coordinator is a full-time, non-exempt position. Note that hours may vary, and are flexible. You will be required to work some evening and weekend hours due to meetings, activities and events that occur during this time.

**To Apply:** Please send a cover letter outlining your interest and resume to [info@sfsafe.org](mailto:info@sfsafe.org)