



Safety and Security Specialist

Organization: San Francisco SAFE, Inc.
Reports to: Executive Director
Job Type: Permanent Non-Exempt, Full-Time
Salary: Based On Experience

About the Organization:

SAFE (Safety Awareness for Everyone) is a non-profit 501(c)(3) corporation established in 1976. SAFE provides crime prevention education and public safety services citywide, including Neighborhood Watch and Business Watch groups, Personal Safety presentations, Residential and Business Security Surveys, Safety and 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 neighborhood in San Francisco a safer place to live and work.

Characteristics of the Position:

Under the direction of the Executive Director, the Safety and Security Specialist implements and promotes the public safety and residential security programs and projects in San Francisco. The position is required to connect with key resource people and organizations for such activities as crime prevention presentations and trainings, community meetings, security surveys or assessments, and providing recommendations for security improvement, beautification projects and related duties as required.

Requires responsibility for: strategizing and problem-solving on issues of residential security and public safety; conducting safety and security presentations; providing written recommendations to clients on the security assessments; conducting follow-up surveys as appropriate to determine effectiveness of recommendations; performing related public relations and publicity functions as necessary; keeping informed of latest best-practices in structural, physical, and environmental safety; and applying concepts of Crime Prevention through Environmental Design to security assessments.

Examples of Duties include:

- Perform Security Surveys for homes, apartments, or multi-unit dwellings.
- Provide comprehensive reports to properties that requested a security survey. Report should include very specific recommendations to improve physical security and procedures.
- Conduct presentations on Personal Safety, Residential Security, Crime Prevention through Environmental Design (CPTED), and Crime Prevention.
- Plan, coordinate, and conduct Business Watch, Community Watch, Neighborhood Watch Groups and other organizing projects with neighborhood residents and businesses to implement crime prevention strategies, utilizing the resources of SAFE, the Police Department, and other municipal and community-based organizations.

- Train SAFE staff in Security Survey methodology and procedures.
- Research and keep updated on security trainings, best practices, security concerns in San Francisco, and other relevant information in order to maintain the most current knowledge on residential and business security.
- Facilitate or represent SAFE on various City task forces, committees, or at meetings that pertain to crime prevention and residential security.
- Develop and maintain professional working relationships with the SFPD, District Attorney, City officials, and municipal departments, including the Board of Supervisors.
- Keep Salesforce database updated with status of projects.
- Assist in the development and implementation of fundraising events, community policing activities, and on other projects as needed and assigned by SAFE management.

Qualifications:

- A Bachelor's Degree in Arts or Sciences or relevant field/Two years' community organizing or community services work experience
- Experience with public and subsidized housing, and working in diverse neighborhoods
- Experience in Residential Security practices
- Strong written and oral communication skills
- Skills relating effectively with diverse groups
- Great presentation skills
- Familiarity with community advisory police boards and community policing principles.
- Experience in the areas of crime prevention, juvenile justice, conflict resolution, residential security and public safety is desired
- Knowledge of the public and non-profit sectors
- Experience in fundraising, non-profit development is helpful
- Ability to work independently and in a team
- Strong computer skills required Microsoft Office, Salesforce, email, internet, database and social media

Compensation:

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

Hours:

The Safety and Security Specialist 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