

Project Coordinator, Young Boys and Men of Color Demonstration Project

Our Vision:

Safe Horizon envisions a society free of family and community violence. We will lead the way by empowering victims of domestic violence, child abuse, sexual assault and human trafficking to move from crisis to confidence.

Our Mission:

Safe Horizon's mission is to provide support, prevent violence and promote justice for victims of crime and abuse, their families and communities.

Furthermore, we recognize that systemic racism is a powerful negative force affecting the lives and opportunities of our staff, our clients, and the communities we serve. Therefore, Safe Horizon believes that fulfilling the agency's mission requires an actively anti-racist stance and strategy.

Position Summary:

Safe Horizon's Young Boys and Men of Color Project focuses on enhancing our services for victimized young boys and men of color – specifically Black and Latino young men and boys aged 6-26. At Safe Horizon, we are committed to leveraging our expertise, resources, and reputation in the field of victim services to increase institutional understanding of the barriers facing young men of color, and to identify and use workable solutions to enhance services to young men of color as survivors of crime and violence. Our work has three goals: (1) To increase our capacity to provide quality, culturally competent, trauma-informed services to young boys and men of color by leveraging our comprehensive continuum of services and partnerships; (2) To increase our capacity to deliver trauma-informed services to young boys and men of color and their families; and (3) To expand our partnerships with community based organizations and partners that supplement the core services of Safe Horizon.

The Project Coordinator is responsible for achieving the goals of this work and for ensuring Safe Horizon's participating programs and partners are interacting optimally to achieve these goals. Furthermore, the Project Coordinator is responsible for maintaining communications with Safe Horizon's external partners and for facilitating ongoing discussions amongst all project participants, including regularly scheduled internal steering committee meetings. The Project Coordinator reports to the Associate Vice President of Quality & Program Development and has an office at our 2 Lafayette Street headquarters.

Essential Job Functions:

- Lead and manage a variety of activities associated with the project in collaboration with Safe Horizon staff and partners.
- In collaboration with the AVP, provide support to programs to build programs' capacity to enhance services to young boys and men of color.
- Coordinate and facilitate regular meetings, set agendas, and document proceedings.
- Coordinate with Safe Horizon programs to ensure the project has appropriate and adequate resources to achieve the project's goals.
- Participate in, coordinate, and co-lead trainings and workshops for staff.
- Engage with internal and external partners relevant to the work.
- Recommend program design modifications, as needed, to ensure adherence to the scope and aims of the project.
- Manage multiple activities with timelines across a range of programs and partners.

- Develop and maintain project timelines and coordinate across program leaders and partners to ensure compliance with project deadlines.
- Author reports and presentations, including funder reports.
- Collaborate with the Safe Horizon's Research & Evaluation department on evaluating the project.
- Conduct program site visits to engage staff in the project goals and objectives. The coordinator spends approximately 20% of their time out of the office at Safe Horizon program sites or partner agencies.

Required Skills:

- Commitment to anti-racism, social justice and community empowerment
- Experience working with male survivors of violence, in particular, with boys and young men of color
- Ability to work independently and collaboratively in a rapidly changing and diverse environment
- Excellent organizational skills, including a strong attention to detail and ability to maintain timelines
- Demonstrated success coordinating multiple projects and priorities in a team-based environment
- Ability to build partnerships respectful of a community's own knowledge, expertise, and experience
- Exceptional interpersonal skills with an ability to engage effectively with diverse personalities
- Excellent critical thinking and judgment

Qualifications:

- A Bachelor's degree in public health, social work, or another related field required. (Master's preferred but not required if other qualifications are met).
- 3 years of experience coordinating projects within social service settings, preferably within a nonprofit, human service or government organization.
- 2 years of experience working with male survivors of violence, in particular, with boys and young men of color.
- Willingness to travel within all New York City boroughs.

For consideration, please provide a resume along with a cover letter.

Apply on www.safehorizon.org today.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.