



Office of Violence Prevention Assistant Director

We are seeking an Office of Violence Prevention (OVP) assistant director to assist the OVP director with day-to-day operations and be assigned to community violence interventions. OVP works strategically to reduce community violence using data-driven partnership programs and strategies including [street outreach programs, hospital-based violence intervention programs, the Group Violence Reduction Strategy, peace fellowships, and crisis management systems]. OVP seeks to minimize the use of arrest and incarceration, deliver opportunities and services for people and groups at the highest risk of violence, and strengthen community-police relations. The OVP assistant director will support strategic partnerships between agencies, nonprofits, and service providers. The assistant director may also work directly with street outreach programs, hospital-based violence intervention programs, the Group Violence Reduction Strategy, peace fellowships, or crisis management systems to support these programs' operations.

JOB DUTIES

- Support the OVP director in working with the city, nonprofit partners, law enforcement, and community members on violence prevention and intervention services.
- Assist the day-to-day operations of OVP, including overseeing partnerships, services, contracts, and budgets.
- Work directly with community violence interventions to support their operations, meet their goals, and engage their high-risk clients.
- Undertake staffing responsibilities (hiring, training, evaluating etc.).
- Maintain scheduling of events and represent OVP when needed.
- Fulfill duties as assigned by the director.

REQUIRED SKILLS AND EXPERIENCE

- Bachelor's degree from an accredited four-year college or university with major coursework in sociology, counseling, social work, public administration, criminology, or a closely related field.
- Three years of experience in a government, public agency, or nonprofit organization in a role involving assisting with violence prevention or related community programs.
- Knowledge of issues related to community violence
- Proficient in Microsoft Office.
- Excellent communication and public speaking skills.
- Excellent organizational and leadership skills.

This position is a necessary component of community violence intervention strategies including: street outreach programs, hospital-based violence intervention programs, the Group Violence Reduction Strategy, peace fellowships, and crisis management systems.

For more information on this job type, contact Cities United or the National Institute for Criminal Justice Reform or visit the national [OVP Network website](#).