



# Office of Violence Prevention Community Engagement Manager

We are seeking an Office of Violence Prevention (OVP) community engagement manager to engage local stakeholders, coordinate coalitions and community events, and serve as a liaison between the community and OVP. 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 community engagement manager will work with community-based organizations, service providers, the media, and the public to understand community needs and build knowledge of OVP's community violence interventions and supportive services.

## JOB DUTIES

- Coordinating with local community-based organizations to plan community events that build understanding of OVP's community violence interventions.
- Conducting community needs assessments to determine areas of need for the people at highest risk of involvement in violent activity, their families, and their communities.
- Coordinating with local media outlets to promote community events.
- Creating community outreach plans that engage the community in programs designed to meet the needs of the high-risk population.
- Developing relationships with community leaders in order to build support for OVP's community violence interventions.
- Coordinating with city officials to ensure compliance with legal regulations regarding community events.
- Planning and coordinating activities that promote community involvement in violence intervention and service provision.
- Coordinating volunteer programs and managing volunteers to ensure that they are fulfilling their responsibilities.
- Maintaining relationships with donors and volunteers to support community-based organizations.

## REQUIRED SKILLS AND EXPERIENCE

- Bachelor's degree from an accredited four-year college or university in a related field, such as public relations, communications, public administration, or community development.
- 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.

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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](#).