



Office of Violence Prevention Services Liaison

We are seeking an Office of Violence Prevention (OVP) services liaison to build relationships with local grantees, connect them to key city staff, and assist them with grant management. 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 services liaison will be responsible for establishing and maintaining local partnerships with OVP grantees providing services and support to victims of violence, serving as their link to the city, and helping them with grant organization and administration.

JOB DUTIES

- Develop close, supportive relationships with community-based organizations with OVP grants to guide them in their community violence intervention (CVI) activities.
- Serve as liaison between community-based organizations, key OVP staff, and other CVI programs.
- Connect CVI programs whose clients need services with the resources offered by community-based grantees.
- Assist community-based organizations with grant applications, management, and administration.
- Promote professional development for community-based organizations and service providers working under OVP grants.
- Identify new grant funding opportunities.
- Organize and facilitate special events and information sessions about the grant application, management, and reporting process.
- Organize and host awareness events for victims of violence to connect them with resources.
- Analyze the operational needs of community-based organizations and service providers for continued growth and improvement to meet CVI needs.

REQUIRED SKILLS AND EXPERIENCE

- Bachelor's degree from an accredited four-year college or university in a related field, such as sociology, counseling, social work, public administration, criminology, or a closely related field.
- Two 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](#).