



**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: January 11, 2021
Position Closing Date: January 24, 2021**

Job Announcement

Position: ENVISION CENTER COMMUNITY SAFETY PROGRAM COORDINATOR

Salary: \$57,861 - \$75,219

CONTRACT POSITION

MDHA has received an Innovations in Community-Based Crime Reduction (CBCR) Program grant award from the Department of Justice to plan and implement a community safety program in its Napier and Sudekum community. The overarching goal for this project is to integrate the resources of people and institutions which influence crime and safety in the neighborhood to uncover strategic and effective remedies to improve community safety. The Community Safety Program Coordinator will lead collaborative efforts to improve safety and quality of life in the Napier and Sudekum community, acting as a liaison between residents, neighbors, community-based organizations, MDHA, criminal justice partners, and research partners.

MDHA offers competitive salaries and an amazing retirement program.

Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

REQUIRED EDUCATION, EXPERIENCE AND LICENSES:

Bachelor's degree in social sciences, community development, nonprofit administration, or similar degree, and two (2) years of experience managing collaborative community projects or similar work. Preference for experience with Participatory Action Research methods. Candidates with accreditation earned in foreign institutes are encouraged to apply.

ESSENTIAL FUNCTIONS

- Assists the Director of Recapitalization or his/her designee with planning, development, and promotion of planning and implementation activities related to the CBCR Program grant;
- Act as lead program staff, managing program budget and independent contracts to ensure deliverables are met;
- Oversee the development and distribution of materials, memos, meeting minutes, and other written communications;
- Facilitate collaboration among a wide variety of stakeholders with interest in improving community safety and productively engaging partners that are not always at the same table;
- Convene and engage a CBCR Workgroup that includes broad cross-sector of partners such as residents, neighbors, community-based organizations, law enforcement, other criminal justice partners, and other relevant community stakeholders;
- Working with the CBCR Workgroup, facilitate the creation of a strategic, community-oriented safety plan that will guide implementation of evidence-based crime reduction and safety programs;
- Facilitate implementation of the safety plan, evidence-based strategies, programs, policies, and practices to improve/change systems;
- Coordinate with cross-sector partners to schedule and conduct events, trainings, and activities such as National Night Out and community clean-ups;
- Coordinate with research partners on data collection, analysis, and program evaluation efforts throughout the life of the grant;
- Prepare and maintain program reports and administrative records, including grant program reports and other reports as requested;
- Document program achievements in neighborhood safety;
- Coordinate with MDHA Communications staff to publicize the project;
- Represent MDHA and safety partners at appropriate meetings, presentations, and public events; and
- Carries out other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively in all forms of information media with the public, with residents of MDHA housing, with the Board of Commissioners and with departments and agencies of the Metropolitan Government;
- ability to speak effectively in public to large groups; ability to write clearly and understandably; ability to plan, organize and direct various programs; group facilitation skills; genuine commitment and sensitivity to residents and community issues;
- ability to work collaboratively with police officers and other law enforcement;
- ability to establish and maintain effective working relationships with public and private entities;
- knowledge of methods and principals involved in assessing program effectiveness and the ability to make rapid course corrections to ensure program goals will be met;
- ability to work under tight deadlines; strong organizational skills; knowledge of programs and activities relating to community development, public housing, affordable housing;
- willingness and mental and physical abilities to perform the duties involved in this classification;
- skilled use of Microsoft Word, Excel, Outlook and PowerPoint; working knowledge of photography and photographic equipment;
- ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

EQUIPMENT USED

Personal computer, financial management software, general office and audio-visual equipment.

SUPERVISION EXERCISED

May supervise the work of interns and other staff as assigned by the Director of Recapitalization.

LICENSE REQUIRED

Valid Tennessee driver's license

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

Apply at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

**Metropolitan Development and Housing Agency
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Nashville, Tennessee 37206
www.Nashville-MDHA.org
TDD#252-8599**

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.