



**POSITION ANNOUNCEMENT**  
**Program Associate**  
**for the**  
**Community Safety and Justice Program**  
**(Contingent on anticipated funding)**  
**September 2009**

**ABOUT URBAN STRATEGIES COUNCIL**

Urban Strategies Council (the Council) is a community building support and advocacy organization located in Oakland, California. Founded as a non-profit organization in 1987, the Council's mission is to eliminate persistent poverty by working with partners to transform low-income neighborhoods into vibrant, healthy communities. The Council works locally and regionally to provide research, data and policy analysis, strategic planning, program development, capacity building and advocacy in service of low-income communities. The Council maintains three operating programs: **economic opportunity** (housing, income and asset development, workforce and economic development, community benefits agreements); **community safety and justice** (prison reentry, violence prevention and community policing); and **education excellence** (achievement, community engagement and after school programs). We also conduct two support program including **research and technology** (data warehousing, online GIS/mapping, research and evaluation analysis to support community change, access to technology); and **community capacity building** (tools, program development, training and consulting services for community building initiatives). [www.urbanstrategies.org](http://www.urbanstrategies.org).

The Council offers a dynamic, exciting environment to apply your skills and to further develop your experience in an organization with a strong reputation for quality research and collaboration. Our work ranges from grassroots organizing support to local government consulting and advocacy for decision makers on behalf of our communities. Our work is varied and rewarding and suits people who can work both autonomously and with a close-knit team. As a nonprofit we offer an informal, professional work environment with a team of passionate, experienced staff committed to their work and to our goals.

**POSITION DESCRIPTION**

Urban Strategies Council seeks a full-time Associate who will work in the Community Safety and Justice Program. This is a position requiring someone with a combination of training, skills and experience in policy research and analysis; collaborative and work group management and support; and program design and development. Specifically, the Program Associate will work in at least two of the following areas:

- 1) Reentry: provide support to community stakeholder groups in assessing and planning for coordinated service design and delivery for formerly incarcerated people returning to Alameda and Contra Costa Counties;
- 2) Violence Prevention: In implementation of the Alameda County Violence Prevention Blueprint, support neighborhood stakeholders, county and city agencies groups in assessing and planning for neighborhood level strategies for reducing violence. As part of this work the Program Associate will be responsible for analyzing, developing and advocating for policies on issues affecting community safety and justice, the formerly incarcerated, violence prevention and youth development in Alameda County.
- 3) Community Policing: Work with Neighborhood Crime Prevention Councils primarily in East Oakland neighborhoods but potentially across Oakland to further develop the role they plan in community policing. This would entail developing orientation materials about community policing, providing trainings on the role of residents and neighborhood groups in community policing and providing developing materials to summarize crime data that can inform NCPC decision making and planning.

**SPECIFIC DUTIES INCLUDE:**

- Manage, facilitate and staff large collaborative bodies composed of a wide range of stakeholders impacting reentry and violence prevention
- Work to plan, facilitate and staff various community convenings and work groups related to violence prevention and reentry
- Draft reports, presentations and other materials to support and summarize the work of collaborative bodies and community convenings
- Conduct research on demographics, crime, housing, health, education, employment and economic development related to formerly incarcerated persons and their families and neighborhoods
- Interpret data and prepare written analyses to inform strategic discussions
- Participate in policy analysis on local, regional and national safety and justice as it relates to reentry and violence prevention
- Provide research assistance to support projects of Council staff and partner organizations
- Manage the Council's websites pages on community safety and justice, regularly posting new information and creating easy-to-use interfaces
- Respond to organizational and community requests for data, analyses, maps and other information
- Perform other duties as required

**QUALIFICATIONS:****Education Requirements**

- Master's Degree in criminology or criminal justice preferred, but will consider sociology, public policy, social work or similar field (three years experience may be substituted for the Masters degree).
- Two years work experience in criminal justice research, policy analysis or direct services

**Training, Experience and Proficiency in:**

- Facilitation, training and research support for people without backgrounds in research (preferably in support of community planning and action)
- Community participatory action research
- Oral and written communication
- Creating and maintaining databases (Excel and Access required)
- Data analysis, interpretation, report preparation and presentation
- Working with people from diverse ethnic, linguistic, economic and professional backgrounds

**Additional qualifications preferred**

- Research methods and quantitative analysis using statistical packages (SPSS, STATA, or SAS)
- Additional skills or experience in GIS, administrative datasets, data presentation for lay audiences, community participatory research, and/or data-informed community planning, evaluation and decision-making are preferred.
- Good organizational skills. Must be self-starter and be able to work as part of a team
- Bi-lingual a plus

**SALARY:**

\$40,000-45,000 annually, depending on experience.

This is a full time position with benefits.

**APPLICATION PROCESS:**

Please submit cover letter highlighting your qualifications and a resume via email to [AdminDir@UrbanStrategies.org](mailto:AdminDir@UrbanStrategies.org). In subject line, enter the words “Program Associate CS&J”.

No telephone inquiries, please.

**The Urban Strategies Council is an equal opportunity employer.**