Baltimore Corps Member Service Project Description

Position: Program Planning Special Assistant

Hours: 40 hours/week

Reports to:

Crystal M. Miller, MPA
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410.545.3218
Deputy Director, Community Violence Intervention
Mayor's Office of Neighborhood Safety and Engagement

Supervised by:
Rick Leandry
Coordinated Neighborhood Stabilization Response (CNSR) Manager

Crystal M. Miller, MPA
Community Violence Intervention Deputy Director

Project Description:

The Special Assistant will support The Mayor's Office of Neighborhood Safety and Engagement Community Violence Intervention Deputy Director and Coordinated Neighborhood Stabilization Response Manager.

The Fellow will assist the CVI team plan and design a pilot school-based intervention program. This program will be part of the Community Violence Intervention Ecosystem. The role will support the Deputy Director of Community Violence Intervention with project and program planning actives directly related to building out the School Based Intervention Program.

The Special Assistant will assist the Coordinated Neighborhood Stabilization Response (CNSR) Manager with efforts to activate Baltimore City agencies, Community Based Organizations (CBO), and other resources into communities that have recently experienced violence. The fellow will also assist in the CNSR implementation and evaluation processes. This includes supporting administrative duties, community events, and special projects.

Responsibilities include:

- Identifying potential external program partners; Preparing communications for internal partners; Communicating via email or phone with City agencies, resource partners and community contacts;
- Preparing materials for planning meetings; incudes editing documents, flyer templates and reports
- Reviewing and preparing data for reports and presentations; Collecting data from data team
- Assisting with project planning and program design tasks
- Assisting with planning community engagement activities in preparation for the program launch
- Completing administrative duties directly related to the project
- Canvassing Stabilization Areas
- Attending and reporting on meetings;
- Other duties as assigned

Necessary Skills

- Preferred Education: Associates Degree, Bachelors in progress, Bachelors Degree. Equivalent experience in community violence intervention and education will be considered as well
- Strong experience using Microsoft Office systems and other computer software.
- Experience with event planning and community engagement planning
- Strong administrative and collaboration building skills
- Organized and forward thinking
- Strong written and verbal communication skills

Dual Project Schedule: The schedule may change do to project needs or event dates.

Mondays – Dual Responsibilities CVI/CNSR

Tuesday – CVI

Wednesday – CNSR

Thursday – CVI

Friday - CNSR