Mayor's Office of Neighborhood Safety and Engagement

Position: Community Violence Intervention Program Liaison

Reports to: Deputy Director of Community Violence Intervention

Job Summary

The Community Violence Intervention Program Liaison is responsible for conducting administrative site monitoring and community canvassing for MONSE's Community Violence Intervention (CVI) grantees. The Liaison will work to foster relationships with community groups, city, state and federal agencies, and other stakeholders. The Liaison must have good knowledge of community resources and community needs; an ability to communicate effectively, work with a diverse group of residents and businesses, and be able to establish credibility and rapport quickly in Baltimore's neighborhoods. The successful candidate will liaise with no more than 10 grantees sites/interventions annually and maintain an implementation score of at least 85% for each site/intervention.

Key Responsibilities

Programming Support

- Serve as primary programmatic point of contact day-to-day for up to 10 CVI grantees.
- Conduct canvass monitoring on a weekly basis to support street outreach staff during their assigned work hours in the community.
- Coordinate and facilitate monthly administrative site monitoring with community-based grantees.
- Lead biweekly technical assistance meetings with site staff.
- Partner with MONSE Training Coordinator in the delivery of staff training and development.

Community Engagement

- Collaborate and develop relationships with community agencies, stakeholders and other entities to build partnerships that support individuals served by MONSE's CVI grantees.
- Attend and participate in regular community meetings and administrative meetings as required.
- Canvass each grantee's work area(s) on a monthly basis to engage community members, businesses, and organizations to build support and engagement of CVI work.
- Facilitate presentations to community organizations to increase awareness and provide prevention education.
- Partner with Neighborhood Stabilization Response Coordinator to facilitate agency responses to traumatic events, including shootings and homicides.

Reporting and Compliance

- Compile reports about particular incidents, events, or updates about important issues for the program.
- Work to provide guidance and assistance with grantee implementation.
- Provide appropriate supports to ensure MONSE model fidelity.
- Completion of administrative paperwork and database review to ensure quality of data entry.
- Provide appropriate level of data to Data Analytics teams within MONSE, Mayor's Office of Performance and Innovation, and Chief Data Officer.

Qualifications/Skills

- Bachelor's Degree in Criminal Justice, Public Administration, or related field and/or 2+ years of experience in related CVI role.
- Collaborative and positive demeanor.
- Community-oriented attitude.
- Strong desire to make Baltimore a safer place.
- Must have the ability to synthesize, analyze, and critique effectively.
- Be a self-starter and accountable to complete tasks and drive performance with minimal oversight.
- Attention to detail and able to correlate topics and information.
- A demonstrated ability to address/resolve difficult, multi-faceted problems.
- Excellent oral and written communication skills.
- Ability to operate and dispatch in emergency, crisis and violent situations with calm, tact, and clarity.
- Ability to establish and nurture effective working relationships with various media, social, civic and community agencies, law enforcement officials, at-risk and high-risk individuals, and general public.
- Capability to negotiate and influence others.
- Ability to thrive in fast-paced and sometimes high-pressure environment.

About the Mayor's Office of Neighborhood Safety and Engagement

Our Mission

Guided by the Mayor's vision for Baltimore and rooted in a holistic approach to neighborhood health and safety, the Mayor's Office of Neighborhood Safety and Engagement (MONSE) empowers community partners and city agencies to play a more active role in the co-production of public safety and prevention of violence through an equity-based, healing-centered, and trauma-informed approach for the benefit of all Baltimoreans.

Our Guiding Values

In everything that it does, MONSE is committed to upholding its core values of being:

- *Equity-based.* Focused on promoting justice in reducing disproportionate negative impacts of current and future policies and practices.
- *Healing-centered.* Preventing violence must be paired with repairing harm.
- *Trauma-informed.* Based on understanding and integrating knowledge about the causes and consequences of trauma.
- *Justice-oriented*. Real justice is about more than punishment; it is also about restoration, renewal, and healing from past harms.
- *Partnership-based*. Just as violence is intersectional, so must the solutions, relying on cross-system partners and partnerships.
- *Transparent.* Strong partnerships require trust; and trust demands transparency and accountability.
- *Data- and research-driven.* Relying on data and the best available experimental and experiential evidence to guide decision making.
- *Results-oriented.* Devoted to delivering impact.