Youth Violence Prevention Network

United Way of Santa Cruz County (UWSCC) was founded in 1941 and has decades of experience effectively bringing together multiple sectors to address some of our community’s most pressing social issues. Collectively, our initiatives reach well over 75,000 residents each year. From staffing the Santa Cruz County Children’s Network to co-founding and sustaining the now internationally recognized Go For Health collaborative to moving the county’s first Youth Violence Strategic Plan from planning to implementation, our focus is on multiple stakeholder engagement, collective community impact, accountability and results.

The United Way is seeking a 40 hour/week Community Impact Coordinator to staff and coordinate the activities of the Youth Violence Prevention Network. The Youth Violence Prevention Network (YVPN) is countywide community collaborative made up of over 200 active members and 90 organizations representing all relevant sectors including community-based organizations, education, faith, justice, government, health, concerned community members, youth and families. YVPN formed in December 2012 and worked together for three years to complete a community assessment and to develop a 3-5 year strategic plan to reduce youth violence in Santa Cruz County.

YVPN is a network of partners focusing on violence prevention through building connections, increasing capacity, and aligning resources. YVPN is overseen by a multi-sector Executive Team and operates through the convening of systems and community stakeholders at regular meetings, ad hoc or sub-committees, and action workgroups. Current prioritized issues and activities include: strengthening community and law enforcement relationships, increasing knowledge of and access to pro-social activities, putting those most impacted (youth & survivors) at the center, and increasing trauma-informed, culturally responsive and equitable services. As the YVPN strategic plan enters its 5th year, an additional focus is on designing the next phase of this initiative’s efforts in Santa Cruz County.

The Community Impact Coordinator will support YVPN in continuing to implement the strategic plan and supporting the network in the next phase of this initiative’s work.

Examples of Duties and Responsibilities

Under the day-to-day supervision of the Director of Community Impact, the Community Impact Coordinator will perform the following duties:

- Provides administrative and support staffing for Youth Violence Prevention Network (YVPN)
- Coordinates YVPN bi-monthly network meetings, monthly Executive Team meetings and other meetings and events as assigned, including outreach, preparation and distribution of agendas, minutes, supporting documents and resource materials.
- Prepares reports, presentations, documents and correspondence related to network activities.
- Develops and maintains close working relationships with a wide variety of public and private leaders and stakeholders, participates in recruiting new participants (including specific outreach and engagement of youth and communities most impacted) and maintains current database of participants.
- Maintains a communications system to keep the Criminal Justice Council, YVPN partners, workgroups (including ad hoc and subcommittees), and other stakeholders informed and engaged in the strategic plan’s goals & results. Communication avenues include, but are not limited to, the YVPN website, Facebook page and group page, monthly newsletters, emails, calls and texts.
- Represents YVPN in meetings with groups and organizations for purposes of collecting information, recruiting participants and sharing YVPN’s work.
- Assembles and provides relevant information and resources on the latest research and best practices in Youth Violence Prevention to YVPN partners.
- Gathers and provides information about grant opportunities, provides information for grant proposals, monitors current grants and prepares grant reports & funder presentations
- Assists in budget preparation and expense tracking
- Oversee coordination of YVPN interns and volunteers
- Assists Community Impact team with other initiatives and supports UWSCC events as assigned.
Required Qualifications
Demonstrated experience with community organizing; staffing coalitions and/or community groups; demonstrated commitment to social justice, equity and results; experience with professional report writing; experience working with diverse community partners; experience working with underserved and diverse communities reflecting Santa Cruz County; strong written and oral communication skills; ability to work independently; strong organizational and interpersonal skills; must be comfortable speaking one-on-one and in front of large groups; ability to build and manage relationships with a variety of people; demonstrated ability to meet deadlines; demonstrated ability to quickly learn new systems and skills as needed; strong and proven ability to multi-task; proficiency in Microsoft Office, including Word and Power Point.

Desired Qualifications
Bilingual in Spanish/English, working knowledge of the criminal justice system and youth violence prevention strategies; working knowledge of Collective Impact; working knowledge of issues of equity and social justice; ability to analyze and interpret data; ability to create systems of communication such as newsletters; experience/knowledge of United Way's mission and programs; experience working with the media and managing social media; experience working within a dynamic and changing environment; self-motivated and work without administrative support as needed; grant writing experience.

Education and Experience
Bachelor's degree and/or equivalent combination of employment and education experience.

Physical Requirements
Position requires sitting and using a computer keyboard and screen for long periods of time; moderate physical activity including walking, stooping, bending, reaching and carrying objects up to 25 lbs and provide reliable personal transportation with mileage reimbursed at current IRS rates.

Salary & Benefits
Hourly range $22.00 - $25.00. Benefits after one full month of employment include: health and dental insurance; employer contribution to employee's 403(b) retirement account; and vacation, holiday, and sick leave policies. The United Way of Santa Cruz County is an equal opportunity, affirmative action employer.

Important Dates and Deadlines
- Friday, January 31, 2020 - Closing Date for Cover Letter and Resume (Due by 5:00pm)
- Monday, February 3, 2020 - Selected Applicants Contacted for Brief Phone Interviews
- February 10-14, 2020 - Interviews with Selected Applicants

To Apply:
1. Submit one (1) signed original cover letter and resume detailing your skills and experience to us by Friday, January 31, 2020 at 5pm.

Please include in your cover letter, resume a list of three professional references, individuals who have immediate knowledge of your work. Please include name, title, organization, address, telephone number, and state the capacity in which the individual knows your work. References will not be contacted until after interviews with the selected applicants.

2. Mailing Address
Human Resources
United Way of Santa Cruz County
PO Box 1458
Capitola, CA 95010
Email: semmert@unitedwaysc.org
(Word or .PDF format only)

Hand Delivery
Human Resources
United Way of Santa Cruz County
4450 Capitola Road, Suite 106
Capitola, CA 95010
Fax: (831) 479-5477