

**Violence Intervention Coordinator**

**Job Description**

NEAN Consulting, LLC. is a Washington, DC based minority and woman-owned business that provides consulting services for organizations that provide healthcare and human services. We support our clients with strategic planning, program and policy development, health care research and data analysis, program evaluation and other important areas of the public health, social services and health policy.

**Job Summary**

NEAN Consulting, LLC. is seeking a Violence Intervention Coordinator to work as part of a team on projects related to the economic and social well-being of children, individuals, families and communities. The ideal candidate will have a significant experience working with District and/or Federal agencies that serve complex communities affected by poverty, trauma and violence and must have knowledge of services that address violence interruption, case management, ceasefires and mediations.

**Primary Job Responsibilities**

- Coordinate the planning, implementation and evaluation of violence prevention activities, events, and meetings with violence intervention partners.
- Provide technical assistance and capacity building support to violence intervention partners to ensure the quality of services are consistent and effective.
- Establish protocols and procedures to ensure that violence intervention services are delivered in a high-quality manner that is aligned with grant and contract requirements.
- Collaborate with violence intervention partners to provide crisis support to families and individuals experiencing trauma, housing emergencies, safety needs and other self-care needs.
- Oversee data collection activities related to events and activities and emergency needs and planning.
- Collaborate with government and community partners to ensure that all contract requirements and deliverables are met in a timely manner.

**Education**

Bachelor's degree in Human Services, Social Work, Criminal Justice or related fields and/or current Graduate student.

**Required Qualifications**

- At least two years of work experience in violence prevention, crisis intervention and/or staff supervision.
- Proficiency in Microsoft Office suite of programs, specifically, Word, Excel, PowerPoint
- Solid interpersonal skills and communication skills, including strong writing skills.
- Ability to maintain and create detail-oriented processes and procedures (i.e., maintaining accurate records, tracking use of funds, providing status updates, informing planning).

- Knowledge of project management tools and tactics (i.e., identifying tasks and timelines, creating project plans, project budget forecasting, group facilitation)
- Ability to execute meetings, trainings and events (i.e., meeting logistics, agenda and meeting material development, preparing presenters, facilitating engagement, information exchange and discussion)
- Ability to assist with data collection (i.e., surveys, interviews), analysis, drawing conclusions, generating appropriate recommendations and reporting information.
- Ability to work both independently and as a team member.
- Ability to work discreetly with sensitive and confidential data required.

**Preferred Qualifications**

- Graduate student in Public Health, Social Work or similar field
- Demonstrated quantitative and qualitative skills and experience in data/statistical analysis.
- Project Management Professional (PMP) certification.
- Experience working with Violence Intervention Programs in the District of Columbia

**Salary Range**

Starting at \$65,000. Pay is dependent upon the candidate's experience and education level.

**Job Type**

This is a full-time 1-year contract position that includes a possible 2-year extension.