Amani Community Based Crime Reduction (CBCR) Planning Coordinator
Job Description

The Planning Coordinator is a grant funded full time position that will go through October of 2019. A year extension of the grant is pending.

Job Responsibilities:
The Planning Coordinator will manage all activities associated with the CBCR Planning imitative in Amani; 20th to 30th streets and from Keefe to Center.
This will include but not limited to: the coordination of:
➢ A planning process and strategies of this initiative
➢ Establishing roles of the partners, particularly the Milwaukee Police Department
➢ Data development, data analysis, and data collection
➢ Managing site visits,
➢ Engaging residents
➢ Integrating the Amani BNCP safety plan and the BNCP process in the Amani CBCR Planning process
➢ Communicating closely with the Amani BNCP staff
➢ Incorporating residents in the Amani United monthly meetings

Job Qualifications:
➢ BS degree preferred
➢ Experience in program planning
➢ Knowledge of resident engagement process
➢ Strong verbal and written communication skills
➢ Self-motivation
➢ Creative, resourceful and able to manage multiple moving parts
➢ Good Understanding of Data Driven projects
➢ Understand the make-up, challenges and assets of Amani
➢ Good organizing skills

Job Experience:
➢ Giving presentations
➢ Working on a team
➢ Proficient in word and data processing software (Microsoft Word, Excel, Publisher)
➢ Organizing and planning events
➢ Program planning and management
➢ Team management (preferred)
➢ Committed to social justice and open to new ideas.

Program Requirements:
➢ Weekly updated calendar of events on the shared DCW/BNCP calendar each Monday
➢ Monthly written Reports

- Monthly meeting with DCW Executive Director and DCW Program Coordinator
- Able to walk a mile, climb stairs, and lift 25 to 50 lbs.
- Timesheets filled in daily at the Dominican Center (starting time and ending time)