



Office of Mayor Eric Garcetti

Gang Reduction and Youth Development **Regional Program Coordinator** **Job Description**

Department: Mayor's Office of Gang Reduction and Youth Development

Position: Regional Program Coordinator - Exempt Position

Duties and Responsibilities: The Gang Reduction and Youth Development (GRYD) Program is a comprehensive gang reduction program administered by the Mayor's Office of Gang Reduction and Youth Development. The GRYD program aims to effectively reduce gang crime and violence in specific geographic areas through the application of evidence-based gang prevention, intervention, and reentry strategies. The GRYD Regional Program Coordinator oversees all program management functions including program implementation and oversight, community relations, and technical assistance of the GRYD comprehensive strategy.

Specific duties of the Regional Program Coordinator include:

- Serve as a public representative for the Mayor's Office of Gang Reduction and Youth Development;
- Administer the comprehensive Gang Reduction and Youth Development strategy and all of its components for the GRYD Zone(s) identified;
- Provide technical assistance to GRYD contractors who provide direct services in the GRYD Zone(s);
- Provide program updates to Mayor's Office, City Council, and Council Committees as needed;
- Implement Community Education Campaign presentations in coordination with gang prevention and intervention providers; working closely with local educational institutions, such as LAUSD and LACOE in educating staff on GRYD initiatives;
- Ensure participation and collaboration from local stakeholders including law enforcement, schools, community organizations, juvenile justice agencies, and faith-based institutions;

- Serve as a liaison for internal/external working groups such as LAPD, Housing Authority of the City of Los Angeles, community residents, and providers to ensure GRYD goals and objectives remain at the forefront;
- Assist with the development and review of internal documents related to program development and implementation;
- Assist with the oversight and monitoring of GRYD contractor's programmatic and fiscal performance;
- Actively participate in GRYD's data collection efforts (data tracking, report submission, etc.);
- Serve as a facilitator of communication between GRYD intervention contractors and law enforcement in response to gang related incidents of violence (requires being on call 24/7 and deployment to crime scenes, hospitals, and other locations in the community);
- Serve as lead on GRYD initiatives as assigned by GRYD management;
- Coordinate and implement the Mayor's Summer Night Lights and Fall Friday Nights programs at designated parks and recreation centers; and
- Support GRYD activities including but not limited to Gun Buyback and training (GRYD intervention and prevention model of practice, Los Angeles Violence Intervention Training Academy, case management).

Requirements:

- Ability to work with a diverse population and have knowledge and understanding of working in areas with gang members and their families;
- Ability to develop and maintain collaborative relationships with all levels of staff from partner entities (line staff, middle management, executives, etc.);
- 3-5 years experience with administering juvenile delinquency/gang prevention and intervention/reentry programs and contract administration;
- Graduation from an accredited four-year university with major course work in public administration, sociology, psychology, social work or a related field; Master degree in above-mentioned fields preferred but not required;
- Ability to communicate effectively orally and in writing;
- Ability to analyze complex information and develop plans to address identified issues;

- Ability to effectively negotiate and facilitate;
- Ability to deliver professional presentations in both local and national arenas addressing juvenile delinquency/gang prevention strategies;
- Contract administration and basic grant budgeting processes;
- Excellent time management skills, well-organized, detail-oriented and able to work both independently and under minimal supervision;
- Ability to work as part of a program administration team;
- Ability to understand, interpret, apply and communicate complex regulations, policies and procedures;
- Strong interpersonal skills to develop and maintain cooperative, professional and productive work relationships; and
- Bilingual in English and Spanish desired but not required.

Start Date and Salary: Anticipated start date for this position is immediate. Compensation will be negotiated within an established annual salary range commensurate with demonstrated skills and work experience.

Qualified candidates should email a cover letter and resume to:

Akeala Johnson
Gang Reduction and Youth Development
Office of Mayor Eric Garcetti
akeala.johnson@lacity.org

or you can mail a copy to:

Office of Mayor Eric Garcetti
Gang Reduction and Youth Development
200 N. Spring Street, Room 303
Los Angeles, California 90012
Attention: Akeala Johnson

If you have any questions related to this position description, you may call our office at (213) 473-7796.

Note: This Coordinator position is an exempt, at-will position. The incumbent will not accrue any civil service tenure or contractual employment rights in such position. This Coordinator may be removed, without any finding of cause, by the hiring authority.