



INSTITUTE FOR NONVIOLENCE CHICAGO

POSITION TITLE: Associate Director of Outreach and Intervention

REPORTS TO: Vice President of Operations

The Institute for Nonviolence Chicago's mission is to end the cycle of violence using Dr. Martin Luther King, Jr.'s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, Nonviolence Chicago will establish caring and sustained relationships with participants engaged in the cycle of violence. We will emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using for major methods: Community Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

POSITION OVERVIEW: Reporting to the VP of Operations, the Associate Director of Outreach and Intervention manages the street outreach and intervention teams in Austin, West Garfield Park and Back of the Yards/Brighton Park. This includes overseeing direct and indirect reports, supporting the day-to-day operations of street outreach, and engaging in daily cross-departmental communication in order to assist with the overall operations of the department. This position will be tasked with implementing a data-driven outreach strategy that is thoughtful, coordinated, and responsive to the current climate in each neighborhood and Chicago. The Associate Director will also develop and maintain relationships with key individuals, local organizations and government institutions and represent Nonviolence Chicago at public gatherings.

The Associate Director will work closely with the Director of Strategic Initiatives and Partnerships to ensure alignment between the Street Outreach Department and the implementation of the SC2 initiative – an effort to achieve community-level violence reduction by scaling up services to individuals at highest risk of violence -- in all Nonviolence Chicago neighborhoods. This role is part of the senior management team and is someone who has a deep personal commitment to the mission and long-term goals of the organization, is a natural problem solver and leads with empathy, patience and a trauma-informed lens.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

Leadership & Collaboration

- Participate in senior leadership meetings, collaborate on the implementation of strategic CVI initiatives and communicate daily with supervisor to ensure consistency across neighborhoods
- Support the continued professional growth of supervisors and managers in street outreach, such as through internal trainings and participation in external events
- Implement organization/department policies and procedures (e.g. personnel, financial, client eligibility, Standards of Professional Conduct, etc.) to improve operational efficiencies
- Respond to inquiries from the INVC leadership team, community outreach partners, and other CVI stakeholders
- Work with colleagues at all levels and in all departments to support collaboration across teams, information sharing, communication, and transparency
- Represent the organization at external stakeholder/partner meetings

- Assist with pressing matters as they arise and perform other duties as required

Management & Administration

- Oversee outreach managers and supervisors, maintain accountability and complete annual performance evaluations/corrective action, as needed
- Support the day-to-day operations of the outreach team in all four neighborhoods served and provide additional assistance to staff when managers/supervisors are on PTO
- Work with the managers/supervisors to maintain consistency on scheduling of trainings, regular team meetings, and professional development activities
- Establish a system of operational checks-and-balances for the street outreach department, such as through periodic unannounced site visits or conducting audits, in order to support long-term consistency and grant compliance
- Attend monthly budget meetings and play an active role overseeing grant spending
- Meet regularly with community partners alongside the Director of Strategic Initiatives and Partnerships
- Participate in the hiring process for new outreach staff

Outreach Operations

- Support the implementation of the overall outreach strategy (canvassing, case management, intervention, victim assistance, etc.)
- Stay knowledgeable of community conditions and active conflicts
- Respond with outreach team to critical incidents, mass shootings and emergency situations within the timeframe developed and according to established protocols and in line with Kingian nonviolence principals
- Lead a safety-focused culture. Oversee the management of safety protocols related to participant and staff engagement, demonstrate expertise in crisis prevention and de-escalation, and train others in best practices to create a safe environment for participants and staff
- Collaborate with colleagues in workforce development and other programmatic department to make sure that all participants can attend programming safely and work to make sure all groups receive an opportunity to enroll in services
- Support the oversight of the Flatlining Violence Inspires Peace (FLIP) Program in all four neighborhoods

Partnerships

- Play an active role in the SC2 Initiative, particularly assisting with the production of the monthly community map in all four neighborhoods and presenting on key findings at community stakeholder meetings
- Develop and maintain key relationships with community organizations to support the goal of community safety and violence reduction strategies
- Stay current in field of outreach through partnerships with CP4P and Chicago CRED as well as other community outreach partners

- Attend meetings with law enforcement, service providers and other community-based organizations as well as the business community
- Participate in meetings with internal data team as well as external evaluation partners, such as CORNERS, to make sure appropriate data is captured and the outreach strategy is data-informed

REQUIREMENTS:

- BS in a human services field (ie. sociology, social work, etc.) **OR** a minimum of eight (8) years experience working with at-risk individuals in community or in the criminal justice system
- At least two (2) years experience as a program manager within the Community Violence Intervention (CVI) field
- At least two (2) years experience supervising a diverse team of individuals with a history of justice involvement
- Possess an inclusive leadership style based in empathy, patience, equity, consistent support, accountability, and the ability to relate well to a variety of individuals and groups
- Knowledge of Chicago neighborhoods, the fundamental drivers of violence and the history of street groups in the city
- Familiarity with local government operations, public safety agencies and local community leadership in the CVI field in Chicago
- Self-motivated, able to manage competing responsibilities and timelines
- Excellent written and verbal communication skills
- Ability and commitment to maintain high level of confidentiality
- Ability to understand and follow safety/security practices
- Ability to work in high pressure situations
- No pending criminal cases
- Valid Illinois Driver's license, insurance and good driving record

SALARY/BENEFITS:

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K. Employment with INVC requires proof of vaccination or an approved medical exemption.

FLSA Status: Exempt

To apply, please send a cover letter along with your resume to [hiring@nonviolencechicago.org](mailto: hiring@nonviolencechicago.org).

Institute for Nonviolence Chicago -- EEO Statement

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization



has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.