

## **Chinatown/International District Public Safety Coordinator (PSC)**

### **Position Description**

Public Safety Coordinator (PSC) serves the Chinatown-International District (CID) and is the neighborhood liaison for CID stakeholders, City of Seattle and community organizations to improve public safety. This position is generally autonomous, but the successful candidate will work collaboratively with public, private, and nonprofit partners and will especially rely on community organizations for their knowledge in specific program areas. S/he will advocate for the reduction of criminal activities and related environmental factors, fostering public safety through a vibrant and healthy neighborhood and enhancing public safety by improving coordination and communication. Overseen by CID Public Safety Steering Committee (made up of representatives of CID organizations and key City departmental staff), the PSC provides ongoing guidance and problem solving assistance to ensure effective collaboration and progress toward defined outcomes including:

- a) Developing initiatives to improve police-community relations with an emphasis on serving non/limited English-speaking residents in CID.
- b) Coordinating public safety efforts to appropriately address the needs and concerns of business owners, neighborhood groups and residents in CID.
- c) Overseeing community management of [recommendations](#) from the Public Safety Task Force and its implementation in CID.

### **Essential Duties**

#### **Advocacy**

*Represent the interests of the C/ID to the City, SPD and other policy-making bodies.*

- Be current on City policies and procedures that relate to public safety in the C/ID.
- Identify and develop key relationships at SPD and the City and represent the C/ID interests.
- Provide public safety policy analysis to community organizations.
- Identify areas for policy and programmatic improvement for the betterment of the neighborhood.
- Determine the best measures of public safety data and track to measure success of programs and activities.

#### **Neighborhood Coordination**

*Coordinate public safety activities in the neighborhood – information sharing, data tracking, communication, and education.*

- Collaborate with the SPD Community Outreach and Engagement Liaison and City of Seattle Department of Neighborhoods Community Projects Manager on coordinating outreach and communication to neighborhood stakeholders.
- Staff support for the Public Safety Steering Committee. Coordinate monthly community public safety meetings (Including administrative tasks like agenda development, meeting minute note taking, and distribution).
- Coordinate and support, as appropriate, community-driven initiatives to enhance public safety service delivery. Administer and coordinate the annual C/ID public safety survey with community based partners.
- Supervise interns and volunteers in implementation of various public safety activities. Inclusive of educational workshops, special events (Spring Clean, National Night Out) and block watch activities.

### **Communication & Collaboration**

*Establish, strengthen, and maintain positive relationships with program partners. Be a direct resource and support to neighborhood constituents – businesses, residents, property owners, employees and visitors.*

- Develop and support ways of sharing information to keep community constituents updated on current cases, issues, and individuals known to conduct criminal activities. Collaborate and communicate with City agencies to support community education efforts. Represent the program at appropriate meetings, presentations and public events as needed.
- Serve as an information conduit between the SPD and the community regarding up-to-date information about daily patrol and police operations.
- Maintain regular communication on perceived safety needs of the C/ID neighborhood to the Community Police Commission Community Engagement specialist and CPC Commissioners.
- Participate in Multidisciplinary Team (MDT) meetings coordinated by City departments to ensure public accountability and consistency in service delivery levels to the neighborhood.
- Support City programs such as Law Enforcement Assisted Diversion (LEAD) to help communicate and address neighborhood public safety order issues.

### **Education & Training**

*Be the repository for public safety education, identify needs and develop resources for the neighborhood*

- Facilitates community education on a range of issues that impact the neighborhood, which includes CPTED, EBT Fraud, Car Prowls, Trespass Ordinance, Stolen Goods Trafficking, Shoplifting, Homelessness Encampments, Chemical Dependency, Mental Health.
- Educate and lead trainings for the community on the role of SPD and other departments that impact public safety; how police handle situations, share public safety tips and answer questions. Work with the community in learning how and when to call 911.

### **Required Skills**

- Excellent communication skills –verbal, written, and strong ability to listen
- Strong administration and interpersonal skills, good organization skills; patient
- Strategic thinker and problem solving abilities
- Strong ability to build relationships with diverse stakeholders
- Ability to collaborate and facilitate conversations with diverse perspectives
- Ability to prioritize, multitask and work independently
- Assertive, culturally competent
- Knowledge and passion for the Chinatown International District
- Ability and experience facilitating public meetings
- Commitment to racial equity and justice.

### **Education & Experience**

- A bachelor's degree in a related field and five to seven-years' experience in policy and public sector; or master's degree and 3 - 5 years of related job experience.
- Experience working with low-income, communities of color and diverse populations

Please submit a coverletter and resume to: [pscruitment@scidpda.onmicrosoft.com](mailto:pscruitment@scidpda.onmicrosoft.com)