

SAFE TAKOMA
SafeTakoma.org

POSITION TITLE: OPERATIONS MANAGER

JOB SUMMARY:

Safe Takoma Inc. seeks a self-starter to work as Operations Manager for a community-based organization whose objectives are to facilitate the reduction of crime and promote public safety. Safe Takoma's area of interest encompasses portions of the Takoma Park community in both the District of Columbia and Maryland within an approximate radius of ½ mile around the Takoma Metro Station, including the neighboring commercial district and extending down the Maple Avenue corridor in Takoma Park, Maryland.

RESPONSIBILITIES:

The incumbent's primary responsibilities are to manage and coordinate all Safe Takoma program activities, carry out administrative duties, and provide leadership, under the guidance of the Board of Directors and in consultation with the Advisory Committee, in accomplishing the objectives of the organization. This includes program development, community outreach and recruiting (of programs as well as volunteers), administration (e.g., reporting, accounting), communications (e.g., writing public reports/news sheets/press releases, announcing community meetings and programs), and some fund raising.

TYPICAL DUTIES:

Program-related and administrative activities include: providing substantial leadership in promoting the objectives and activities of Safe Takoma Inc.; facilitating relationships among community groups, police, and other stakeholders; communication, including correspondence, among various agencies and jurisdictions; assisting individuals and groups in connecting with pertinent resources; continuing community-based research; meeting coordination and facilitation; maintenance and reporting of performance indicators; and budget and expenditure reporting. The Operations Manager will also make public presentations and coordinate outreach to the media and the public. She or he may be required to attend Board and membership meetings.

This position will involve work with a diverse group of community members including residents, community groups, business associations, civic, neighborhood, and faith-based associations, law enforcement, and elected officials from the District of Columbia and Maryland.

SUPERVISION AND EVALUATION:

The Operations Manager will report to the President of Safe Takoma with direction from the Board of Directors and oversight by Grant Monitors assigned by the principal funders. The President may appoint an evaluation committee to conduct periodic performance reviews.

WORK SCHEDULE:

Work schedule may be a mix of daytime and evening hours plus some weekend hours, as much of Safe Takoma's programming may take place on weekends. This is a part-time position of 20-24 hours per week at the outset.

QUALIFICATIONS:

Education: A Master's Degree or Bachelor's degree in Social Work, Political Science, Psychology, Urban Studies or related fields from an accredited college or university with at least two years of relevant experience.

Experience:

- Experience and/or educational background in: community organizing, group facilitation, community mobilization, and/or social service delivery;
- Leadership experience;
- Proficient in computers: e-mail, spreadsheets and word processing;
- Prefer individuals with knowledge of and experience in the Safe Takoma geographic area;
- Ability to work effectively with many different types of people with divergent needs and priorities.
- Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

BENEFITS:

The Operations Manager would be eligible to participate in the Safe Takoma programs free of charge.

TO APPLY: (by May 27, 2008)

Send your resume, with cover letter detailing your experience with programs similar to Safe Takoma's, to jobs@safetakoma.org, 240-241-5174 (fax). Please include three recommendation letters or references.