



# Project Coordinator – LINC: Leadership, Intervention & Change: Implementation of the Comprehensive Gang Model in King County

## POSITION SUMMARY

The Center for Children & Youth Justice, founded in 2006 by Justice Bobbe J. Bridge, is dedicated to reforming Washington’s juvenile justice and child welfare systems. CCYJ leads communities, our state, and the nation in supporting kids, stabilizing families, and strengthening communities through real and lasting reform. CCYJ identifies cracks in the system, researches, develops creative solutions, and ensures that policymakers embed those reforms into practices and procedures. CCYJ’s results are put into state law, adopted as standing protocols by the courts, schools, and other partners; or they are developed into new interventions for at-risk, abused or neglected children and their families.

CCYJ seeks a Project Coordinator to be part of a dynamic team responsible for managing a regional response to reducing youth gang/group violence. CCYJ has succeeded in driving positive systems change for over a decade. The LINC project breaks new ground by using a regional approach to implement the Office of Juvenile Justice & Delinquency Prevention (OJJDP) Comprehensive Gang Model (CGM). CCYJ, on behalf the LINC Steering Committee, works to comprehensively address gang/group violence in King County through both direct service coordination and systemic policy change. The Steering Committee is comprised of high-level decision makers including mayors, police chiefs, school district representatives, service providers, and King County elected and appointed officials. Our passionate staff is deeply committed to the young people for whom we advocate. We seek a Project Coordinator who is excited to improve outcomes in the lives of young people by changing the way our systems and communities respond to gang/group involved young people.

The Project Coordinator supports, organizes and coordinates aspects of CCYJ’s implementation of OJJDP’s CGM. The project’s implementation relies on a combination of activities within the identified strategies of the OJJDP CGM. **This position will provide coordination and facilitation for three Multidisciplinary Intervention Teams (LINC Teams) operating in King County. This position will also be key in monitoring the coordination of services delivered to the young people enrolled/served by the LINC Teams.** The Project Coordinator position works in close collaboration with the LINC Project Team to support the implementation of the model and advance systems change within King County. This is a full-time position.

## REPORTING RELATIONSHIP

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**Reports to:** LINC Lead Project Manager  
**Works Cooperatively with:** CCYJ LINC Staff Team

## SUPERVISION EXERCISED

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None

## FLSA STATUS

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This position is considered **exempt** under the Fair Labor Standards Act and is therefore not eligible for overtime pay. This position is recognized as the specialist/manager for assigned projects or functional area and exercises independent judgment on a variety of issues affecting CCYJ.

## ESSENTIAL FUNCTIONS – Implementation of the Comprehensive Gang Model in King County

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The examples of essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by CCYJ as the needs of the project and thus requirements of the job change.

- Works cooperatively with the LINC Project Team to accomplish the implementation of a comprehensive response to gang/group violence in King County by fulfilling established goals, objectives, and priorities for the project as determined by the Steering Committee and in accordance with the OJJDP CGM. Activities include, but are not limited to, LINC Multidisciplinary Team coordination and facilitation, partnership building and management, data entry, and training development and coordination, and administrative support.
- Maintains a working knowledge of the Office of Juvenile Justice and Delinquency Prevention Comprehensive Gang Model and its respective implementation/application by the LINC Teams.
- Manages essential LINC Multidisciplinary Intervention team facilitation and staffing; duties include but are not limited to:
  - Facilitating three LINC Multidisciplinary Intervention Team meetings per week
  - Entering data and maintaining quality of data obtained in LINC Multidisciplinary Team Meetings
  - Working closely and collaboratively with the LINC Project Coordinator who manages all project data, including LINC Intervention Team Data
  - Maintaining detailed client files and records
  - Trouble shooting LINC Intervention Team challenges, working collaboratively to develop innovative solutions and process improvements
  - Ensuring fidelity, objectivity, and confidentiality are maintained in accordance with procedural steps as outlined in the LINC Intervention Team Manual
  - Participating in monitoring ongoing data collection by project partners
  - Maximizing outcomes for LINC Intervention Team clients and families by enhancing the communication and collaboration between service providers, referral sources (police, courts, and service agencies), and LINC Steering Committee
  - Working collaboratively with partners to identify gaps in services and areas for improvement
  - Promoting and encouraging an environment of professional growth for LINC team members and partners.
  - Collaborating with LINC Project Staff to plan retreats, team training, and professional development opportunities
  - Maintaining knowledge of best practices locally and nationally for identifying, engaging, and serving the project's target population
- Works in collaboration with the Project Team to support staffing of the LINC Project Steering Committee, including report drafting and briefings, as needed, for the LINC Steering Committee on project progress.
- Participates in the development and maintenance of partnerships with community agencies to increase community awareness of and participation in gang/group violence intervention/prevention strategies and services.
- Assists with the coordination of meetings and training events for project partners and professional groups including law enforcement officers, education leaders, and service providers on relevant topic areas as identified by Steering Committee.
- Works collaboratively with partners to identify gaps in services and areas for improvement.
- Works with LINC Project Team to develop and advance a community education and community mobilization strategy throughout the project region.
- Prepares and assembles meeting materials, including meeting minutes, as needed.
- Assists the Project Team to produce grant applications, proposals, and grant related reports.
- Performs other related duties as assigned.

#### **QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILL, AND ABILITY**

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- Demonstrated experience in public health, public affairs, social work, criminal/juvenile justice systems, court administration, law, youth development, violence prevention or other fields relevant to the requirements of the position.
- Knowledge of the fields of youth violence, juvenile justice, community engagement, and/or education.
- Demonstrated ability to accurately enter data.
- Demonstrated attention to detail and ability to consistently follow organizational systems, processes, and procedures.
- Demonstrated understanding of, or willingness to learn, data collection systems, and basic data analysis protocols, as well as how to read, interpret, synthesize, and clearly explain data orally and in writing to a wide range of audiences.
- Proficiency with Microsoft Office Suite.
- Ability to attend multiple meetings punctually across the King County Region on a weekly basis.

- Demonstrated experience in, or willingness to learn, group facilitation techniques, collaborative team-based work, and leadership skills.
- Ability to effectively navigate diverse and multidisciplinary spaces with cross sector partnerships, including ability to adapt presentation and communication styles to engage and serve diverse audiences.
- Demonstrated ability to organize and prioritize workflow in a changing work environment and coordinate work among multiple partners.
- Demonstrated ability to work independently completing assigned duties in a timely and efficient manner while maintaining accuracy and attention to detail.
- Experience supporting the implementation of policy reform work is desirable.

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## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.
- This person must speak clearly using the English language to accurately convey information.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Little or no safety or health hazards.
- Minimal lifting or climbing.
- Work performed in an office setting as applicable determined by project activities.

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## **COMPENSATION**

Competitive salary will be dependent upon skills and experience. The salary range is \$50,000-\$56,000. CCYJ offers a benefits package that includes Medical/Vision/Dental, Transportation Allowance, Paid Time Off, Sick Leave, Holiday Pay and Floating Holiday Pay.

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## **TO APPLY**

Please submit a cover letter, resume, and contact information for three professional references to the LINC Search Committee at [jobs@ccyj.org](mailto:jobs@ccyj.org) Questions about the position can be directed to [jobs@ccyj.org](mailto:jobs@ccyj.org).

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We value a diverse workforce.