Job Announcement

Urban Peace Institute
Los Angeles, California

Position Title:
Training Coordinator
Non-exempt, Full-time Position

Urban Peace Institute (UPI) develops and implements violence reduction and smart justice solutions to end violence and mass incarceration to allow communities of color to thrive. We use innovative tools and strategies to strengthen social movements and achieve high impact policy change.

Position Description:
This is a high responsibility, fast-paced position that requires project and relationship management, skilled facilitation and instruction, policy analysis, and writing ability. UPI has developed the Urban Peace Academy (UPA) as a platform to train public sector, law enforcement, gang intervention workers, and community leaders locally and throughout the nation on the implementation of community-based public safety strategies. We desire a highly motivated person that is committed to social justice and has the keen ability to organize and cultivate leadership among a myriad of stakeholder groups, lead and coordinate local and national trainings, provide policy analysis, and work as a member of the UPI team.

Responsibilities include, but are not limited to:
- Ensure the development and implementation of UPI’s training infrastructure and platforms such as Los Angeles Violence Intervention Training Academy, Ambassador Trainings, as well local and national violence prevention and reduction trainings;
- Coordinate key UPA projects such as training programs for gang intervention (i.e. LAVITA), law enforcement, and other stakeholders to advance a comprehensive violence reduction strategies as well as national technical assistance and training services;
- Support the development of place-based and a regional violence reduction strategies in Los Angeles;
- Manage public sector contracts and relationships to ensure quality service deliverables are achieved;
- Work in alignment with UPI training, technical assistance and policy work in order to strengthen overall UPI mission;
- Coordinate, facilitate and develop stakeholder tables focused on violence reduction, training methodology and improvement, curriculum development and strategic development cultivate and broaden leadership in the field of violence reduction;
- Cultivate and manage collaborative relationships with a broad array of stakeholders including community-based organizations, gang intervention leaders, law enforcement, public officials, academics, and other subject matter experts locally and nationally;
- Train on issues of violence reduction that may include comprehensive violence reduction strategies, community organizing and engagement, cultural competence and humility, multi-sector collaboration, working with gang-involved populations, etc.
- Work with UPI leadership and other partner organizations to articulate policy goals and methodologies based upon project or program objectives;
- Prepare administrative materials, agendas and reports for meetings with collaborative partners
- Develop program reports and policy briefs to support training development, evaluation and other general UPI work;
- Develop and administer budget for all training related expenses, including but not limited to honorariums, stipends, contracts, and other related expenditures;
- Ensure specific grant and/or contract deliverables are met within the agreed upon timeline;
- Work in alignment with other UPI projects to strengthen overall UPI mission
- Participate in agency wide planning, development and communication activities as needed and ensure adherence to agency wide goals and policies within the project area.

**Policy/research duties include but not limited to:**
- Literature reviews, analysis, and online research on various policy topics;
- Tracking national, state and local developments in policy forums including legislative activity;
- Provide research support for Urban Peace projects which include violence reduction strategies, curriculum development, public safety plans, gang intervention, violence prevention, and prison re-entry;
- Other related duties as assigned.

**Qualifications:**
To perform this job successfully, an individual must be able to perform each essential duty with excellence. The requirements listed below are representative of the knowledge, skill and/or ability required:
- A bachelor’s degree is required, MA or Teaching Credential preferred in relevant field of study including public policy, criminology, sociology, political science, public health and others;
- Ability to make independent decisions on behalf of the organization with no oversight;
- Ability to work effectively with diverse people across the spectrum of socio-economic status, race, ethnicity and gender orientation;
- Demonstrated commitment to social justice and a disposition to work in an organization focused on civil rights and equity;
- Background in training, teaching with in community and nonprofit settings is highly desired;
- Specific experience on Urban Peace issues and/or street gangs is highly desired;
- General background in community-based non-profit work, social work, or other related field;
- Experience in group facilitation, program coordination and service delivery is highly desired;
- Experience in coordinating and training/teaching adult learners in traditional and non-traditional settings is highly desired;
- Experience in research and policy development is desired;
- Ability to multi-task under high pressure while remaining highly organized;
- Excellent written and oral communication skills (i.e. grant and report writing, outreach, facilitation and message delivery);
- Strong analytical abilities, self-starter, organized, and detail oriented;
- Ability to take on responsibilities independently and work as a team with only general supervision;
- Strong internet research skills and very high computer proficiency;
- Excellent interpersonal skills;
- Familiarity with various forms of social media.

**Annual Salary:** $60,000 – $67,000. Includes health, dental and vision benefits. Parking is also included.
Urban Peace Institute is an “at will” and equal opportunity employer committed to a diverse and inclusive workforce. **Women and people of color are encouraged to apply.** In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

**To Apply:**
Please send resume and cover letter stating interest in the position specifically detailing: 1) experience with coalition and/or community organizing, 2) teaching/training experience, and 3) commitment to urban peace issues and/or social justice to:

ATTN: Eric Lam, Director of Programs
1910 W. Sunset Blvd., Suite 800, Los Angeles, CA 90026
Or e-mail to: careers@urbanpeaceinstitute.org

**Application Deadline: Open Until Filled**