



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **STL Area Violence Prevention Commission Project Director**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time
Temporary**

Reports to: **STL Area Violence Prevention Commission Director**

Revision Date: **April 2022**

POSITION SUMMARY:

The St. Louis Area Violence Prevention Commission (VPC) Project Director is responsible for planning, implementing, and evaluating special projects led by VPC including but are not limited to, the Youth Safe Spaces Initiative, in partnership with the City of St. Louis.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes
2. Communications
 - Contribute to the maintenance of VPC social media accounts including creating content, scheduling posts, and sharing information from partners
 - Contribute to content creation for the VPC newsletter and website
 - Support public engagement, promotion, and awareness activities
3. Program Management
 - Provide oversight and strategic implementation of the Youth Safe Spaces Initiative
 - Engage partners and build relationships across sectors to achieve the goals of the initiative
 - Evaluate proposals and make recommendations for VPC subcontracts and lead subcontract monitoring efforts for assigned projects
 - Provide technical assistance and capacity building support to help partners successfully serve the population of focus
 - Effectively manage assigned grants to comply with all financial and reporting requirements
 - Clearly communicate project progress, challenges, and opportunities to internal and external stakeholders
 - Use project evaluation strategies and tools that support continuous quality improvement

4. Partnership Management

- Staff and support VPC committees related to assigned special projects. Assist with coordination and facilitation of committee meetings and communicate effectively with members to promote collaboration, negotiation, and problem solving.
- Support committees between meetings to help them achieve their goals including sending notes from meetings, scheduling future meetings, and working on follow up items
- Represent VPC at community collaborative tables related to assigned special projects
- Support the implementation and adaptation of evidence-based strategies for violence prevention

5. Other duties as assigned by management

QUALIFICATIONS:

1. Bachelor's degree in public policy, education, public administration, planning, social work or related field plus at least 4 years' experience in project management
2. Knowledge of the violence prevention landscape in the St. Louis region
3. Excellent meeting facilitation skills
4. Proven ability to work independently
5. Excellent organizational skills
6. Excellent interpersonal and communication skills
7. Highly proficient in Microsoft Office and various other platforms
8. Commitment to health equity and racial justice
9. Valid driver's license
10. Reliable transportation allowing travel between locations when required
11. Independently mobile in a variety of locations and settings

SIGNATURE:

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____