



## Office of Mayor Eric Garcetti

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### Mayor's Office of Public Safety Fall Organizing Fellow Job Description

**Department:** Mayor's Office of Public Safety – Gang Reduction & Youth Development  
**Position:** Fall Organizing Fellow

**Description of Position:** The Mayor's Office of Gang Reduction & Youth Development (GRYD) Program is a comprehensive gang reduction program within the Mayor's Office of Public Safety. The GRYD program aims to effectively reduce gang crime and violence in specific geographic areas through the application of nationally recognized gang prevention, intervention, reentry, and community engagement strategies. The GRYD Office works in collaboration with the Mayor's Fund for Los Angeles (MFLA) and the GRYD Foundation to ensure the success of public-private partnerships that support public safety and violence reduction in the neighborhoods most impacted by crime.

The Mayor's Office of Public Safety - Fall Organizing Fellows will participate in a rigorous 12 week grassroots organizing program focused on building a robust and sustainable community engagement program to address the public safety and service needs of those communities most impacted by violent crime and crime spikes. Organizing Fellows will have the opportunity to learn grassroots organizing skills and will play a key role in building a first of its kind community engagement program aimed at addressing violent crime and gang violence in our nation's second largest city.

**Description of Responsibilities and Duties:** Specific duties of the Fall Organizing Fellow include:

- Serving as a public/community representative for the Mayor's Office of Public Safety;
- Working collaboratively with Mayor's Office of Public Safety staff, GRYD staff and program partners (LAPD, Recreation and Parks, GRYD providers, etc.) to implement all aspects of the Community Organizing Program in assigned Los Angeles community;
- Ensuring the development and maintenance of a wide range of current and new community relationships within designated Los Angeles community – building strong connections with

residents, local leaders, faith-based leaders/clergy, business leaders/owners, local schools, community based organizations, LAPD, and GRYD providers;

- Developing events, activities and public forums within Los Angeles communities that engage residents, educate the community on rejecting the use of violence, promotes public safety for all Angelenos, improves community and police trust, and provides a public space to address local safety needs/responses following an act of violence; Identifying additional resources and outreach efforts;
- Recruiting, leading and supervising local volunteers -- organizing the community at the neighborhood level; Building a program that is both challenging and rewarding for community activists – that drives towards programmatic goals;
- Ensuring accurate collection and tracking of direct constituent outreach data – including but not limited to: event participant data, volunteer growth/retention numbers, door to door canvassing metrics, Pledge to Build a Safer LA campaign commitments, counts of public education materials distributed through community partners;
- Engaging directly in community engagement to hit regional topline goals, including: door-to-door and high traffic canvassing, phone banking, petitioning and flyering for community events;
- Collaborating on the development of curriculum, materials, and solution-focused work plans to help address safety and upticks in crime within designated Los Angeles community;
- Supporting Mayor's Office of Public Safety / GRYD / GRYD Foundation activities including but not limited to Summer Night Lights, Fall Friday Nights, Gun Buyback and public safety events and education forums sponsored by LAPD or other partners.

**Preferred Qualifications:**

- Prior experience in youth, community, political or labor organizing;
- Experience working directly with community members and ability to work with diverse populations;
- Experience working in underserved communities of color and/or communities of color in violent crime areas; Familiarity with South and/or East Los Angeles;
- Experience working in a metrics driven, people focused program – and experience holding oneself and teammates accountable to challenging quantitative and qualitative programmatic goals;
- Ability to analyze complex information and develop plans to address identified issues;

- Excellent time management skills, well-organized, detail-oriented and able to work both independently and under minimal supervision;
- Strong interpersonal skills; Able to develop and maintain cooperative, professional and productive relationships with all levels of staff and volunteers;
- Ability to deliver professional presentations addressing public safety and violence reduction strategies;
- Ability to communicate effectively orally and in writing;
- Ability to work flexible hours including evening and weekend events.

**Preferred Requirements:**

- Experience in issue based and electoral organizing.
- Bilingual in English and Spanish desired, but not required.
- Experienced and well-versed in public safety policy and issues is a plus.

**Program Dates and Details:**

The Fall Fellowship program will officially begin on September 15<sup>th</sup> and end on December 8<sup>th</sup>. The Mayor's Office is able to offer academic credit and community services hours -- when applicable. Start and end dates for this program are negotiable.

**Qualified candidates should email a cover letter and resume to:**

Gang Reduction and Youth Development  
Office of Mayor Eric Garcetti  
Nick.Canfield@lacity.org