



JOB POSTING

POSITION: NEIGHBOURHOOD WATCH PROGRAM COORDINATOR AND STAFF CRIMINOLOGIST

ABOUT US

Safe City Mississauga, a registered charitable organization, is guided by the vision of Mississauga being a crime free city to live, work and play and is mandated to provide programs, services and information that contribute to the prevention and reduction of crime and the promotion of community safety initiatives in the City of Mississauga.

POSITION

Safe City Mississauga is seeking a full-time (35 hours per week) Neighbourhood Watch Program Coordinator and Staff Criminologist. Safe City Mississauga runs the Neighbourhood Watch program in Mississauga. The Neighbourhood Watch program increases community safety by helping neighbours protect themselves, their families, and their property. Safe City Mississauga applies Crime Prevention through Environmental Design (CPTED) principles to the watches. This evidence-based approach focuses on changing the man-made environment to make it difficult or unappealing for would-be offenders to commit a crime.

The Neighbourhood Watch Coordinator and Staff Criminologist will coordinate all aspects of the Neighbourhood Watch program. The successful candidate will be skilled in statistical knowledge and research and will produce the Safest City Report and Ward reports as required. The position requires strong coordination skills; knowledge of community mobilization; strong communication skills; budgeting skills; evaluation skills; and an understanding of the root causes and effects of crime, as well as crime prevention methodologies. The Neighbourhood Watch Coordinator and Staff Criminologist will report directly to the Community Services Manager.

TERMS

- Status: Full-time with benefits
- Hours of work: 35-hour workweek, requiring flexibility in scheduling. Must be able to work some evenings and weekends when required.
- Salary: Salary and remuneration is based on education and experience.
- Vacation: Full-time employees are entitled to two weeks' vacation upon accrual.
- Location: Mississauga, Ontario with some travel throughout the Peel Region and surrounding GTA (mileage reimbursed). This position requires the coordinator to be able to transport and set-up equipment e.g. projector, screen, laptop for meetings.
- Police background check required.
- Clean driving licence required and must have access to a vehicle.
- Reference checks will be conducted prior to extending an offer.

QUALIFICATIONS AND SKILLS

Qualifications	
Education	<ul style="list-style-type: none">• Degree or Diploma in a relevant discipline (e.g. community development, justice studies, criminology, psychology, sociology, geography, or urban studies)• Master's degree an asset
Knowledge	<ul style="list-style-type: none">• An academic understanding of the causes and effects of crime

	<ul style="list-style-type: none"> • A practical understanding of program and project management • A practical understanding of the non-profit sector • A practical understanding of financial management and budgeting • An understanding of how economic, cultural and societal change impacts the behaviour of people • Knowledge in executing evaluation plans in alignment with an established framework
Work Experience	<ul style="list-style-type: none"> • Minimum 3 years in a fast-paced environment • Non-profit experience preferred • Completion of CPTED Level 1 and Level 2 an asset
Competencies/ Skills	
Coordination	<ul style="list-style-type: none"> • Coordinates and prioritizes tasks appropriately for program delivery, program funders, program contractors, partners and volunteers • Responds to requests for information in a timely manner • Liaises with clients, participants, stakeholders, funders, and volunteers and key partners • Contributes to, and executes, work plans for program delivery • Maintains an up-to-date program participant database • Coordinates meetings/ events including Neighbours' Night Out • Responsible for the oversight and coordination of Neighbourhood Watch meetings, including logistics, communications, and reporting and briefing of the meetings.
Communications	<ul style="list-style-type: none"> • Clearly and effectively transmits technical and research concepts for different audiences (oral presentations, written reports) • Ability to express oneself and communicate with others verbally • Ability to work collaboratively and build relationships and partnerships • Ability to provide guidance and support to program contractors and volunteers through effective communication practices • Ability to form meaningful relationships with individuals and groups within a diverse community context • Familiar with social media as this position requires communicating via twitter to residents
Research/ Analysis	<ul style="list-style-type: none"> • Responsible for preparing annual statistical crime reports and ward reports as required. • Able to breakdown raw information and undefined problems into specific, workable components that in-turn clearly identifies the issues at hand • Identify and access a wide range of relevant information and resources and compile and organize facts and information • Prepares research reports, memos, briefs, monthly bulletins, and presentations
Technical	<ul style="list-style-type: none"> • Proficient in Microsoft Office (Word, PowerPoint, Access, and Excel) • Proficient in Prezi • Knowledge of Geographic Information System (GIS) • Proficient in online productivity tools (e.g. survey tools, webinar/ online meetings)
Organizational/ Time Management	<ul style="list-style-type: none"> • Strong planning and time management skills sufficient to prioritize role deliverables and meet weekly reporting and activity deadlines
Problem Solving	<ul style="list-style-type: none"> • Anticipates, identifies, and defines problems • Seeks root causes • Develops and implements practical and timely solutions
Accuracy	<ul style="list-style-type: none"> • Ability to process information with high levels of accuracy
Interpersonal	<ul style="list-style-type: none"> • Demonstrates exceptional customer service skills e.g. assertiveness, listening, empathy, positive attitude • Well-spoken, confident in delivering presentations, can handle competing multiple priorities • Personable and approachable • Communicates with tact and empathy • Displays flexibility and resiliency in a changing environment

TO APPLY

Please send your electronic application to hr@safecitymississauga.on.ca by 4:30pm on Friday, January 19th, 2018. Applications received after this time will not be considered.

Your application should include: (a) a cover letter explaining your interest in the position and why you are well suited for it, (b) your resume or curriculum vitae, (c) a list of three references and (d) two writing samples.

We thank all applicants, however, only candidates selected for an interview will be contacted. This position is not eligible for relocation assistance. No agencies and no phone calls, please. Nothing in this posting should be construed as an offer or a guarantee of employment. Successful candidates are expected to undergo a police reference check.

Safe City Mississauga is an equal opportunity employer, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities.