



**Job Description:** Neighborhood Advocate to be filled October 2017.

**Limited Duration Position** - This is a Full-Time, 12 month grant funded position, renewable based on availability of funding

Martin Luther King Community Center is seeking a team member to join the Neighborhood and Family Advocate project as the Neighborhood Advocate, a resident-driven trauma informed community building project that works in partnership with neighborhood residents and community partners. As a multi-generation approach, this project will build community and stabilize the neighborhood block by block, resulting in reduced crime and increased safety and security and quality of life. This position reports to the Director of Operations.

### **Responsibilities**

- Facilitate regular meetings of the Neighborhood Involvement Committee to coordinate activities, develop strategies, analyze data and track progress toward program outcomes
- Engage in block group style organizing and engagement to empower residents through data and information, improving and developing neighborhood communication strategies
- Serve as primary contact for Crime Prevention grant funds in partnership with the Public Policy Institute at Indiana University
- Serve as primary contact for crime prevention activities in the neighborhood with IMPD and other partners
- Connect youth ages 17-24, and their families, to the Neighborhood & Family Advocacy Project at the MLK Center and its continuum of services including the Center for Working Families, education programming and support services
- Develop a safe haven for teens and young adults to explore their individual and collective roles in perpetration, victimization and prevention of crime.
- Maintain client files and electronic case notes in Efforts to Outcomes system to track progress toward program outcomes and performance measures for the funding sources, in conjunction with the Public Policy Institute at Indiana University.
- Assist Director of Operations and Executive Director with grant applications and reporting
- Represent MLK Center at neighborhood, partner and funder meetings; Contribute to supportive team atmosphere and shared responsibilities at the Center
- Other duties as assigned

### **Requirements**

- Associates or Bachelor's Degree in related field preferred.
- Excellent social/interpersonal skills and writing ability commensurate with the community building and communication reporting requirements of the position
- Experience with community building, organizing and resident engagement strategies
- Knowledge and understanding of the needs of low-income working population, as well as knowledge of available community resources
- Well-organized and self-directed, with ability to manage multiple tasks and priorities with great attention to detail
- Incumbent must have valid driver's license and reliable transportation, as this position requires occasional travel
- Strong computer skills including experience with MS Office applications, using the Internet and database management
- Submit to criminal history background check - does not preclude hiring
- Submit to drug screen



40 W 40<sup>th</sup> Street • Indianapolis, IN 46208 • [www.MLKCenterIndy.org](http://www.MLKCenterIndy.org) • 317.923.4581

---

- Commitment to mission of MLK Center, while fostering inclusiveness and the values espoused by Dr. Martin Luther King, Jr.

Interested candidates should submit a resume and cover letter to [Careers@mlkcenterindy.org](mailto:Careers@mlkcenterindy.org)

No phone calls or in person visits please.