



35 San Juan Avenue | San Francisco CA 94112 | Telephone 415.585.0110 | Fax 415.585.0170 | [www.eagsf.org](http://www.eagsf.org)

## Safety Coordinator - Excelsior Action Group

### The Organization

The Safety Coordinator works to support the Excelsior Action Group (EAG), a community-driven organization comprised of residents, merchants and community organizations actively developing & implementing a vision for the future of the Excelsior's Mission Street commercial district and adjacent areas. EAG executes a dynamic program of commercial corridor revitalization that includes but is not limited to business support and attraction, neighborhood beautification, community event-planning, and the promotion of safety in the Excelsior. The Corridor Manager, a volunteer Advisory Board, and volunteer sub-committees collaborate to achieve EAG's mission and program for corridor revitalization. The Safety Coordinator will coordinate and implement EAG's work around neighborhood safety.

### The Position

The Safety Coordinator will assist the Corridor Manager in achieving EAG's mission to revitalize the Excelsior's Commercial Corridor, particularly with regard to neighborhood safety and quality of life issues. The goals of the Safety Coordinator position are as follows:

- To improve safety in the Excelsior through increased engagement, expanded collaborations, and raised awareness.
- To address persistent quality of life issues in the Excelsior, with a focus on the commercial corridor.
- To promote local economic development as an outcome of improving safety and shopper comfort on the commercial corridor.
- To build the capacity of EAG to respond to the safety-related needs of the community rapidly and comprehensively.
- To enhance the sustainability of EAG's organizational structure and mission.
- To provide a successful, replicable model for a comprehensive community safety program that can be used on other commercial corridors and residential areas in San Francisco.

This position is ideal for applicants seeking hands-on community and economic development experience in a highly dynamic and active office. The candidate will be expected to be part of a fast-paced team. Passion for neighborhood safety in the Excelsior is a must!

### Projects

- Develop a community-driven Safety Work Plan that covers the following four areas: Excelsior Safety Programs; Neighborhood Collaborations & Leadership Development; Advocacy for Excelsior Safety; Capital Projects.
- *Excelsior Safety Programs*: Work with community stakeholders to develop and implement new safety programs; continue the work of existing safety programs.
- *Neighborhood Collaborations & Leadership Development*: Expand EAG's Safety Planning Group to include delegates from block groups, neighborhood associations, merchants, youth, Ingleside Police Station, Ingleside CPAB, and the District 11 Supervisor's office. Emphasis will be placed on assisting residents and merchants in the development of safety programs and fostering leadership and connections among them. Maintain a comprehensive lens of safety work in the neighborhood, providing a vital link between people and actions that can support each other.
- *Advocacy for Excelsior Safety*: Work closely with local government agencies to research and track funding and legislative opportunities that may affect neighborhood safety. Coordinate community outreach and advocacy efforts.
- *Capital Improvement Projects*: Design, pursue funding, and manage capital improvement projects relevant to neighborhood safety. Potential projects may include the installation of pedestrian level lighting and traffic calming devices, mural projects, and the Persia Triangle project.
- Maintaining a diverse volunteer base for community and graffiti clean ups.
- Other projects Safety Coordinator may be interested in assisting with as part of EAG's Action Plan which the Corridor Manager will review with the Safety Coordinator.



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### **Skills Desired**

- Minimum 2 years relevant experience.
- Bachelor's degree in related field.
- Highly organized individual with excellent time management skills and ability to maintain positive attitude in a fast paced environment.
- Strong written and verbal communication skills.
- Mature, self-motivated individual who can work independently but knows when to ask for assistance and guidance.
- Respectful individual who places high value on relationship-building as a key to success in the workplace.
- Familiarity with Excelsior community a plus.
- Bilingual, Spanish and/or Cantonese/Mandarin speaking preferred but not required.
- Microsoft Office Suite (Word and Excel), website and graphic design (InDesign, Illustrator, Dreamweaver) and creative skills a plus but not required but must be willing to learn.

### **Schedule/Compensation**

Full-time exempt position. \$32,000/year with generous fringe benefits package, training and leadership development opportunities, and opportunities for growth.

**Contact:** Send resumes and cover letters via fax or e-mail to Nicole Agbayani, Corridor Manager (415) 585-0170 or [nagbayani@eagsf.org](mailto:nagbayani@eagsf.org) (Subject: "Safety Coordinator Position"). Call EAG's office (415) 585-0110 for more information about the position. All applications due by **5:00 PM Friday, August 2, 2013**. Late applications will not be considered. Minorities and women are strongly encouraged to apply. We are an equal opportunity employer.