



# CLASS TITLE | COMMUNITY YOUTH RESILIENCE COORDINATOR

PAY GRADE: EX-32 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 2129

Effective Date: 01/08/2025

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**PURPOSE OF THE CLASSIFICATION:** Under general direction of the Chief Mental Health Officer, the Community Youth Resilience Coordinator is responsible for developing and implementing the Tulsa Community Violence Intervention initiative, an initiative intended to create a pathway for interrupting youth violence and lowering youth-involved violent crimes and collaborate and serve in youth-based resilience efforts. This role will support the implementation of the mental health actions of Tulsa's city-wide resilience strategy and performs other duties as assigned.

## ESSENTIAL TASKS:

- Develops and manages the Tulsa Community Violence Intervention initiative by supporting implementation plans, tracking data collection, and facilitating project evaluation in line with grant goals and deliverables
- Liaises with the Department of Justice (DOJ) Project Officer and Grant Manager on all requirements and deadlines for the Tulsa Community Violence Intervention grant
- Develops and monitors all contracts for services and programs required under the grant and the Tulsa Community Violence Intervention implementation plan, including community-based organizations providing community violence intervention and prevention
- Develops and tracks key performance indicators in partnership with grant subrecipients and community partners
- Engages formal and informal partners to effectively implement the initiative while working collaboratively with substance/opioid use disorder coalitions, collaboratives, partnerships, and associations, and other key leaders in the substance use, mental health and related health systems
- Provides written reports, presentations, memos, and briefings
- Attends training, conferences, and other professional development opportunities as requested
- Establishes collaborative team-oriented relationships with people at all levels within the organization
- Report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

## QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from an accredited college or university with a bachelor's degree in sociology, social work, human services, or a related field; **and,**
- (b) Two (2) years of experience working in community engagement, mental health or a related field; working in a professional environment facilitating project action steps, data collection, material organization, evaluation planning and implementation, strategic planning, and partner engagement

## Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of community-based violence intervention and prevention best practices
- Demonstrated knowledge of community violence and community violence interruption as a public health crisis
- Strategic planning methods, collective impact and collaboration techniques
- Systems change and project implementation approaches and evaluation methods, including data collection and cleaning



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Ability to:

- Understand and influence the behavior of others within the organization, partners or the public in order to achieve job objectives and cause action or understanding
- Be solution-focused with a willingness to engage and observe problems up close
- Lead, facilitate and organize with proven project management skills
- Design, implement and demonstrate competence utilizing data to test new approaches, measure progress, and achieve results
- Interface effectively with employees at all levels of the organization
- Lead multiple projects of varying complexity
- Exercise discretion and maintain confidentiality
- Work independently and to recognize, analyze and solve problems

Skill in:

- Highly skilled in verbal and written communication
- Effective leadership, interpersonal and organizational skills

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, and pulling up to 20 pounds; and may be subject to walking, standing, sitting, reaching, bending, handling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and may require travel to off-site locations.

**EEO Code: E-02**

**Group: Clerical and Administrative**

**Series: City Development**