

Open Position: Bilingual Liaison – Community Oriented Policing

The Institute of Public Strategies seeking bilingual (Spanish / English) Law Enforcement Community Liaison with an emphasis on Community Oriented Policing. This position works with local law enforcement agencies and community groups to support crime and violence reduction and prevention goals. Provides coordination support for project programs such as Safe Streets Now, Crime Free Multi-Housing and other task force activities. Project office is in Chula Vista, CA.

Key Responsibilities (include, but are not limited to)

- Maintains databases of program-specific data as needed to support crime and violence prevention and reduction programs.
- Attends Task Force meetings and provides coordination and logistical support as needed;
- Provides training and presentations to both community and law enforcement on project programs;
- Works appropriately across cultures and in a sensitive manner;
- Participate in staff meetings, planning meetings and other meetings as needed;
- Creates and translates presentations, graphs, overhead slides and other materials as needed.

Job Qualifications and Experience

- 2 years experience working with law enforcement with emphasis on Community Oriented Policing AND/OR related area;
- Experience working with diverse community;
- Familiarity with border region;
- Ability to work well under pressure in a fast paced environment;
- Ability to perform multiple tasks simultaneously;
- Demonstrated skill and experience in problem solving in organizational settings;
- Exceptionally high level of professional and personal integrity;
- Self motivated, with strong desire to learn and produce results without direct supervision;
- Excellent bilingual verbal and written communication skills, including organizational, detail and interpersonal skills;
- Excellent computer skills and knowledge including word processing, database operations, spreadsheet, and other software systems.

Must have valid CA. Drivers License and own transportation.

This opportunity is defined as a full-time position within a two-year program effort with health coverage and other generous benefits.

See website: www.publicstrategies.org for descriptions of current and past projects.

To Apply:

Email cover letter, resume, and salary history to policingposition@publicstrategies.org

In accordance with ADA guidelines, reasonable accommodations will be made for individuals with disabilities who are otherwise qualified and able to perform the functions of this position.

The Institute for Public Strategies is an Equal Opportunity Employer and is committed to fostering diversity within its staff.