



Job title	Office Coordinator, Violence Interruption
Reports to	Program Director
Salary	\$40,000

**Violence Interruption Project - Community Violence Reduction Program (American Rescue Plan Act)
Position Description – Office Coordinator**

(1) Project/Program Background

The funds used to support this position through the Indy Public Safety Foundation (IPSF) as part of the City of Indianapolis’s Community Violence Reduction Program (“Program”) are derived from the City’s allocation out of the Coronavirus Local Fiscal Recovery Fund, CFDA No. 21.027, created by Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) (the “Act”). The Act requires that the payments from the Coronavirus Local Fiscal Recovery Fund only be used to cover cost incurred: (1) to respond to the public health emergency with respect to the COVID-19 or its negative economic impacts; (2) to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible works or providing grants to eligible workers who perform essential work; (3) to enable replacement of government revenues reduced due to the COVID-19 public health emergency; or (4) to make necessary investments in water, sewer, or broadband infrastructure. Interim final guidance issued by the Department of the Treasury states that the City may use funds from the Act to facilitate access to resources that improve health outcomes, including services that connect residents with health care resources and public assistance programs and build healthier environments; specifically, one such eligible use of funds is for “[e]vidence-based community violence intervention programs to prevent violence and mitigate the increase in violence during the pandemic.”¹

Since the onset of the COVID-19 pandemic in early 2020, violent crime has increased. Data gathered by the National Commission on COVID-19 and Criminal Justice show that in 34 large American cities, homicides rose by approximately 30% between 2019 and 2020.² Indianapolis was no exception: it suffered a record 214 criminal homicides in 2020, which represents a 39% increase over 2019’s figure.³ Through the first ten months of 2021, the rate of homicides in Indianapolis has exceeded 2020’s elevated pace; as of early November, 2021 has already surpassed the City’s all-time homicide record. While the causes of this increase in violence are multifactorial, the COVID-19 pandemic has undoubtedly contributed. COVID-19 had a disparate impact on already-vulnerable populations, and exacerbated underlying economic, emotional, and mental stress.⁴

(2) Position Description and Requirements

The Office Coordinator will serve as the operational and administrative support for IPSF’s Violence Interruption Project, which works in close partnership with the Program and the City’s Office of Public Health and Safety (OPHS), meeting the Project’s needs with respect to administrative support and coordination in its dedicated office space. The Office Coordinator will support the administrative needs of program leadership, including the Program Director and Program Managers. The Office Coordinator will ensure purchase and operation of equipment, supplies and more for the office space dedicated to the project. The Office Coordinator will work with program leadership to ensure proper and timely report of data, invoices, etc.

The Office Coordinator is always expected to work enthusiastically and professionally.

¹ Department of the Treasury, 31 C.F.R. Part 35, RIN 1505-AC77, Interim Final Rule, pp. 18, 23 (available at <https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf>).

² National Commission on COVID-19 and Criminal Justice, Impact Report: COVID-19 and Crime (Jan. 31, 2021), <https://covid19.counciloncj.org/2021/01/31/impact-report-covid-19-and-crime-3/>.

³ Derrick Bryson Taylor, “Indianapolis Recorded a Steep Rise in Homicides in 2020,” *New York Times* (Apr. 16, 2021), <https://www.nytimes.com/2021/04/16/us/indianapolis-recorded-a-steep-rise-in-homicides-in-2020.html>.

⁴ National Commission on COVID-19 and Criminal Justice, Impact Report: COVID-19 and Crime, *supra* n.2 at 20.



Job title	Office Coordinator, Violence Interruption
Reports to	Program Director
Salary	\$40,000

Applicants for this position acknowledge these key requirements and limitations:

- The funding for this position expires on **December 31, 2024**. While it is possible that the Office Coordinator will be retained after that date, no commitment of long-term employment is being offered. IPSF does not offer a guarantee that the position will be available for the full period until funding expiration, or for any particular period of time.
- Travel within Marion County is a requirement for this position. A means of transportation will not be provided, and position holders must have access to an appropriate means of transportation. Compensation for the position includes a reasonable per mile reimbursement for mileage.
- This is an **at-will** position.
- While this position will work closely with the City of Indianapolis as part of the Program, IPSF is not a public agency and is not part of the City of Indianapolis. The holder of this position will not be a City employee.

(3) Position Key Duties:

Administrative Support

- Assist with scheduling, meetings and more for Violence Interruption program leadership.
- Coordinate all needs for program office space.

Data Collection, Reporting and Compliance

- Ensure proper and timely submission of data and reports, as well as payment for supplies or staff.
- Provide frequent and as requested data and reporting to Program Director and/or IPSF leadership.

Accounting, Bill Payment & More

- Serve as point of contact on IPSF systems to manage expenses pertaining to the purchase of equipment or supplies
- Support program leadership to coordinate payroll – including invoices, reports, payroll and more.

Other Duties as Assigned

- Perform functions as assigned by Program Director or IPSF leadership to assist with related tasks within the scope of the Program.

(4) Basic Qualifications

- Education – High school diploma or HSE and/or 2-4 years of relevant experience in nonprofits or related fields.
- Proficiency with Microsoft Office, accounting/billing systems and other operational information systems.
- Self-motivated and driven with little need for direct oversight.
- Ability to multi-task and manage competing responsibilities and timelines.
- Understanding of various constituencies that affect organization’s work (i.e. agency Chief’s, Mayor’s Office, City Council, etc.).
- Ability to stand for long periods of time (i.e. events) and lift at least 25 pounds.



Job title	Office Coordinator, Violence Interruption
Reports to	Program Director
Salary	\$40,000

(5) Hours, Compensation, and Benefits

- The Office Coordinator position is a full-time, salaried position of 40 hours per week, which may include evening and/or weekend work.
- The Office Coordinator will be provided an office space, but mobile or at-home work will also be permitted.
- The Office Coordinator’s initial compensation package includes an annual salary of \$40,000 (less taxes and other required deductions), paid according to the IPSF’s regular schedule and payroll practices.
- The Office Coordinator will be offered benefits including health, dental and vision insurance. Any such benefits will be subject to the terms and conditions of the applicable policies and plan documents. IPSF reserves the right to amend, modify, or discontinue any of its employee benefits and/or plans or any other policies or procedures at its sole discretion.
- IPSF observes all holidays applicable to the City of Indianapolis. However, applicants should be aware that because of the nature of this position, work on holidays or other scheduled days off may be necessary and will be appropriately compensated.
- IPSF allows employees to manage their work and personal obligations as they see fit. Accordingly, employees can take as many personal days as they need, subject to advance approval and adequate coverage of work responsibilities. No specific amount of time off is guaranteed, vested, or accrued under this policy. Sick leave days are included within this discretionary leave policy, but leave under FMLA, ADA, and workers’ compensation is separate.
- All work you perform during employment with IPSF will be the exclusive property of IPSF.