

## OFFICE OF VIOLENCE PREVENTION JOB OPPORTUNITIES

The Office of Violence Prevention is working with Healthcare Staffing Professionals, Inc. to **immediately** fill the following positions: please use links below or go to: [Healthcare Staffing Professionals, Inc.](#)

### **ADMINISTRATIVE ANALYST**

An Administrative Analyst (AA) who will be responsible for various administrative support functions (e.g., processing invoices; preparing monthly and quarterly reports; collecting data and preparing spreadsheets; summarizing process to date, etc.), and will assist with special projects that require researching, gathering and organizing information from a variety of sources. Qualified candidates must have 3 years of experience providing advance administrative support and be computer literate and skilled in the use of Microsoft Office Suite. Candidates must have the ability to maintain confidentiality and security of documents and information. Candidates must be detail oriented, resourceful, organized, able to work in a professional manner, and manage multiple project demands and deadlines. [Apply here](#)

### **COMMUNITY CAPACITY BUILDING SPECIALIST**

A Community Capacity Building Specialist who will support 5-8 regional violence prevention coalitions and lead agencies countywide. The Capacity Building Specialist will be responsible for identifying, communicating, supporting, and building resources for best practices as it relates to establishing and evaluating effective community led coalitions. They will provide training and technical assistance to community-based organizations, build resources for effective and collaborative coalitions focused on violence prevention, trauma and healing and assist in the development of place-based action plans that incorporate local data as well as community-based strengths and assets. Qualified candidates will have a minimum of 3 years of experience collaborating with a multidisciplinary group of stakeholders and 3 years of experience working with the public to provide trainings and presentation for diverse audiences. Qualified candidates will have experience in developing and using tools, and materials to build consensus and manage conflicting perspectives. They will have excellent project management and strong interpersonal skills. Candidates must have excellent oral, written and listening communication skills. [Apply here](#)

### **COMMUNICATIONS STRATEGIST**

A Communications Strategist who will be responsible for the development, implementation, and evaluation of a comprehensive countywide violence prevention communications plan to develop a common narrative and framework for violence prevention and healing for multiple forms of violence. Qualified candidates will have the ability to engage a diverse group of stakeholders and community partners to create and inform a communications campaign. OVP is looking for individuals who are team players with strong interpersonal skills and a commitment to relationship building. The qualified candidate will be creative, resourceful, and innovative, and have at least 5 years of communications and/or marketing experience that includes the development of messages, materials, and strategies that appeal to adults,

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families and youth as well as experience creating campaigns for culturally diverse populations. [Apply here](#)

### **RESEARCH ANALYST**

A Research Analyst who will support evaluation efforts of the Parks After Dark program, the County Our SPOT program, and TPI – a place-based approach to violence prevention implemented in four South Los Angeles communities. Qualified candidates will be computer literate and skilled in the use of MS Office Suite and statistical software such as SAS, STATA or GIS applications and have at least 5 years total experience. OVP is looking for an individual who can manage multiple project demands and deadlines, has experience working with diverse community stakeholders and groups and who has excellent problem-solving skills.

[Apply here](#)

### **RESEARCH AND EVALUATION COORDINATOR**

A Research and Evaluation Coordinator who will be responsible for providing training and technical assistance for regional violence prevention coalitions' evaluation efforts, guide OVP's suicide prevention efforts and participate in local task forces collecting and analyzing data. Qualified candidates will be computer literate and skilled in the use of MS Office Suite and statistical software such as SAS, SPSS, and ArcGIS, and have at least 5 years total experience in managing datasets, evaluating community programs and complex data analyses. OVP is looking for an individual who can manage multiple project demands and deadlines, has experience working with diverse community stakeholders and groups and who has excellent problem-solving skills. [Apply here](#)

### **TRAUMA INFORMED CARE SPECIALIST**

A Trauma Informed Care Specialist who will develop, implement, and oversee a long-term plan for cultivating sustainable system change that addresses trauma and promotes healing and wellbeing based on best and promising practices. The Trauma Informed Care Specialist will serve as a trauma-informed expert, helping to assess, align and strengthen current trauma informed care efforts among county and community partners, and developing trauma-informed care policies and practices. Qualified candidates will have a minimum of 5 years of experience working in the areas of trauma informed care practices, systems, and vicarious trauma. They will have experience collaborating with a wide variety of stakeholders as well as geographically and demographically diverse communities. The ideal candidate will have experience working with local, State, and national experts to coordinate trauma-informed strategies and share best practices. Candidates must have excellent oral, written and listening communication skills. [Apply here](#)

## OFFICE OF VIOLENCE PREVENTION JOB OPPORTUNITIES

### Mission

The Office of Violence Prevention (OVP) works to strengthen coordination, capacity and partnerships to address the root causes of violence, and to advance policies and practices that are grounded in race equity, to prevent all forms of violence and to promote healing across all communities in Los Angeles County.

### Guiding Principles

- **Community Engaged:** We will partner with local stakeholders, community members and survivors to understand the strengths and needs of communities and to gather lessons learned; we will collaborate to identify and implement just, effective, and innovative solutions.
- **Culturally Inclusive:** We respect and value the uniqueness of each distinct experience and perspective and will work together to realize the synergistic results produced by integrating the richest possible diverse expressions of identity.
- **Grounded in Science:** We will use data and research to inform our decisions at all levels and to evaluate promising practices that address the needs of individuals, families, and communities.
- **Trauma-Informed:** We will engage County and community partners, the County workforce and service providers in our efforts to address the impact of trauma on community members and survivors and to build County systems that serve and support all residents.
- **Focus on Upstream Prevention:** We will focus on prevention and upstream solutions while recognizing and addressing the intersection of all types of violence and multiple health and socio-economic disparities. We will bring multiple sectors together to address shared root causes and the full spectrum of resulting impacts.
- **Strength-Based:** We will work to ensure that the specific strengths and assets of each individual and community are acknowledged and incorporated in our work.
- **Youth-Engaged:** We will build opportunities and infrastructure to engage and empower youth and youth voice to inform policies and programs and to play a leadership role in violence prevention and healing efforts. We will work with partners to incorporate a developmental lens in policies, practices, and programs.