

**JOB ANNOUNCEMENT: Community Safety Coordinator  
January 2024**

**The Georgetown Business Improvement District (BID) is seeking a Community Safety Coordinator with the following primary responsibilities:** (1) Coordinate communications between security personnel working at local retail, hotel, office, and service businesses; (2) develop and implement anti-shoplifting programs to deter, assist retailers with deterrence, reporting, arrests and prosecution; (3) Plan and implement enhancements to cameras in both private and public spaces; (4) Organize Georgetown Community Safety Committee with businesses, residents, and MPD; (5) Represent the BID with local law enforcement, DC Council, Deputy Mayor for Public Safety, Office of the Attorney General, and US Attorney's Office to develop effective anti-crime programs and policies that can be implemented in Georgetown; (6) other public safety duties as assigned.

**DESCRIPTION**

The Community Safety Coordinator is responsible for: organizing Georgetown Business efforts to reduce shoplifting leakage; creating a public environment that feels safe and inviting to all customers, day and night; and keeps Georgetown engaged in citywide conversations on crime deterrence, reduction, and enforcement.

This is a wonderful opportunity for a creative and energetic person to work with a great team of professionals and use their skills to contribute to the success and safety of the District of Columbia.

The incumbent must have good organizational and people skills; be professional and comfortable working with a wide range of people within the organization and broader community.

**KEY RESPONSIBILITIES**

The Community Safety Coordinator will help design and lead the BID's public safety efforts. Specific responsibilities include:

- Organize a new security communications system in the Georgetown Commercial District
- Set up and manage an app-based communication system for security professionals currently working in Georgetown to instantly communicate with each other and MPD.
- Design, implement, and manage an expansion of the public camera system.
- Help businesses design and install private security cameras to be networked into the District's camera system.
- Develop new public safety observation and reporting protocols, and deliver training materials, to the BID's Clean Team Ambassadors.

- Convene regular public safety meetings between merchants, residents, MPD and other local law enforcement agencies to address safety concerns, share information, and strategize on community safety initiatives.
- Work with the District’s public safety agencies to develop more effective programs to deter, enforce, and prosecute crime, including through restorative justice and alternative adjudication and punishment tactics.
- Undertake additional public safety duties as assigned, demonstrating flexibility and adaptability in addressing evolving security needs.

**REPORTING RELATIONSHIPS**

- Position reports to the Vice President of Operations and works closely with the CEO.

**QUALIFICATIONS**

- Five + years of experience in public safety, law enforcement, security, or related field required.
- A college degree is preferred but not required.
- Strong organizational, written, and verbal communication skills required to present information clearly.
- Ability to work collaboratively with diverse stakeholders.
- Ability to manage multiple priorities and meet deadlines with minimal supervision.
- Self-starter who takes initiative and problem-solves.
- Comfortable with cold calls, meeting and helping people in a diplomatic, customer service-oriented way.
- Flexible schedule with the ability to work weekends and evenings.

**USEFUL EXPERIENCE**

- Law enforcement
- Community organizing
- Social work
- Military
- Government employment

**SALARY**

- Compensation will be determined based on the candidate's experience and qualifications.

**TO APPLY**

Please email a cover letter, resume, and references to [jobs@georgetowndc.com](mailto:jobs@georgetowndc.com) and list your name and “Community Safety Coordinator” in the subject line.

**BACKGROUND**

The Georgetown BID is a publicly chartered non-profit organization dedicated to making Georgetown cleaner, safer, more user-friendly, and more vibrant. The Georgetown BID runs a variety of programs including marketing the neighborhood as a unique destination; keeping the streets and sidewalks clean; enhancing public spaces; collecting and disseminating economic development research; and improving transportation access and mobility throughout the neighborhood. The organization has a \$5 million annual budget and 41 employees and full-time contractors. For more information visit our website as [www.georgetowndc.com](http://www.georgetowndc.com).

The Georgetown Business Improvement District provides equal employment opportunities (EEO) without regard to race, color, religion, sex, national origin, age, non-job-related disability, veteran status, genetic information, or other protected group status. In so doing, we are committed to ensuring that all employees and applicants for employment are afforded an equal opportunity to pursue job promotions, and opportunities for personal development, compensation, and benefits reflect our commitment to furthering the principles of the Georgetown BID's equal employment policy.

This Job Announcement, and any application submitted pursuant to it, is not an offer of employment or an employment contract.