



## **YOUTH VIOLENCE PREVENTION PARTNERSHIP COORDINATOR**

### **REQUEST FOR CONSULTING SERVICES**

#### **KEY PARTNERS**

The St. Louis Area Violence Prevention Commission is a collaborative effort of institutional partners, government entities, community-based organizations, and community members working together to address gun violence. A key component of our work is youth violence prevention. Our Youth Violence Prevention Partnership strategy is funded by a Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Safe and Thriving grant that is awarded to the City of St. Louis Department of Health and managed by Ready by 21 St. Louis, with backbone support from the United Way of Greater St. Louis. The YVPP Coordinator position would be contracted through United Way of Greater St. Louis and will work closely with the City of St. Louis Department of Health and the St. Louis Area Violence Prevention Commission (which is staffed by the Saint Louis MHB).

#### **ENGAGEMENT OBJECTIVE**

VPC seeks to engage a qualified consultant for the period August 1, 2020 – December 31, 2021, to support the continued implementation of the awarded Safe and Thriving grant.

The scope of work for this engagement includes activities related to: grant management, reporting and closeout activities; subrecipient contract monitoring; committee support; and community engagement. The YVPP Coordinator will be a part of the Violence Prevention Commission team and work closely with Ready by 21 in support of the City of St. Louis Department of Health. *NOTE: The potential exists to extend the period of engagement through September 30, 2021, pending receipt of a Department of Justice No Cost Extension.*

## **SCOPE OF WORK**

The YVPP Coordinator will be accountable to the City of St. Louis Department of Health, United Way of Greater St. Louis, and the Saint Louis MHB for implementation of the following strategies, activities, and associated deliverables:

### **OJJDP Grant Management:**

- Participate in required conference calls and webinars with OJJDP staff
- Maintain communication with OJJDP Project Officer
- Provide information for OJJDP Progress Reports submitted semi-annually

### **Subawardee Contract Monitoring:**

- In conjunction with City of St. Louis Department of Health input, oversee the awarding and monitoring of subcontracts
- Ensure all subcontractors comply with City and Federal regulations and maintain appropriate records/documentation, and forward copies of records/documentation to City of St. Louis Department of Health with invoices

### **VPC Support:**

- Work with key stakeholders and partners to implement the regional violence prevention action plan
- Support committee work by scheduling, facilitating, taking meeting notes, and following-up on action items for VPC committees as assigned
- Assist with communications and community engagement efforts

### **Strategic Plan Implementation (Pending Approval of No Cost Extension):**

- Continue to engage youth affected by violence and their families, along with residents and stakeholders in violence impacted communities, and including focus groups/group meetings

## **SUBMISSION REQUIREMENTS**

Please submit: (1) a cover letter that indicates your availability and hourly rate; and (2) a resume that includes contact information for at least three references. Both of these documents should be submitted as one attachment to [smuhammad@stlmhb.com](mailto:smuhammad@stlmhb.com). This is a grant funded, part-time, temporary consulting engagement with an estimated time commitment of 20 hours per week and an hourly rate range of \$40 - \$55 per hour. There is no deadline for submissions. Application materials will be reviewed as received until the consultant is selected and under contract.