



POSITION DESCRIPTION

Job Title: CP4P Outreach Supervisor

Reports to: Program Manager, CP4P

Department: CP4P

Classification: Full-time

FLSA: Non-Exempt

Date: January 2026

ORGANIZATION AND PROGRAM SUMMARY

Claretian Associates builds community within the culturally diverse neighborhood of South Chicago. Communities Partnering 4 Peace (CP4P) is a citywide collaborative of community-based agencies across Chicago working together to reduce rates of community violence. CP4P agencies and their partners are located in the neighborhoods with the highest rates of violence, and are committed to hyper-local programming, restorative justice practices, trauma-informed approaches, and principles of nonviolence.

POSITION SUMMARY

The Outreach Supervisor is responsible for working with the program manager to develop street outreach violence prevention strategies. This position will oversee CP4P outreach staff to ensure we are achieving program goals of gain trust of the community and the highest risk individuals to help prevent shootings and retaliatory violence, and to provide linkages and robust accompaniment to prosocial alternatives including activities, jobs, education, case management, and social services. This position operates as a part of a Neighborhood Safety Team.

RESPONSIBILITIES

- Lead and support team members in organizing responses to shootings in various communities; increase visibility when violent incidents take place; ensure proper documentation for all activities.
- Develop networks with other outreach programs to coordinate an inclusive and strategic response
- Ensure incidents are fully investigated; assist in mediating situations and prevention of retaliation
- Assist in identifying and diffusing “hot spots” for violence; conduct line of sight surveys with residents and key stakeholders to identify areas frequented by high-risk clients
- Strategize and develop ongoing responses to conflicts and violence, noting important dates and key events.
- Coordinate Light in the Night events
- Build and maintain strong relationships with youth, residents, businesses, community groups and other stakeholders

- Run and or delegate weekly staff meetings; meet with your supervisor and outreach supervisors
- Ensure proper documentation of all outreach activities; provide required reports as requested
- Participate in all mandatory trainings and pursue ongoing professional development to ensure effective work; attend internal and external meetings as required

PERFORMANCE MEASURES

- Ensure success of team and program
- Provide accurate and timely reporting, completeness of documentation in accordance with program standards.
- Develop and maintain relationships with internal and external resources
- Manage and guide staff to meet program goals.

QUALIFICATIONS

- High school diploma or 5 years equivalent experience in street outreach and violence prevention programming
- Firsthand knowledge of the community and knowledge of current street conflicts required
- Excellent communication and interpersonal skills, with an ability to communicate effectively in writing; experience or training in crisis intervention preferred
- Commitment to principles of nonviolence, restorative justice and trauma-informed practices
- Ability to handle high-stress situations with sensitivity and professionalism.
- Proficiency in data management and reporting, with attention to detail and accuracy.

COMPENSATION

- Annual salary \$50,000 - \$52,000 commensurate with experience
- Includes medical, dental, vision, vacation, and other benefits.

TO APPLY:

Submit cover letter and resume to: careers@claretianassociates.org