



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID 754911 **# of Positions** 1

Business Title Senior Program Manager

Civil Service Title COMMUNITY COORDINATOR

Title Code No 56058 **Level** 00

Title Classification Non-Competitive

Proposed Salary Range \$ 80,000.00 - \$ 80,000.00 (Annual)

Work Location 350 Jay St, Brooklyn Ny

Division/Work Unit RESTORATIVE JUSTICE UNIT

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Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country. With a commitment to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Senior Program Manager.

Reporting to the Director of Community Restorative Justice Initiatives (DCRJ), the Senior Program Manager will:

- Oversee implementation and coordination of Project Restore across multiple neighborhoods, including Bedford-Stuyvesant, Brownsville, Flatbush, etc.
- Ensure fidelity to core values: healing justice, community accountability, and restorative practice.
- Lead regular site check-ins and troubleshoot emerging needs at each program location.
- Develop systems and protocols to track engagement, outcomes, and impact.
- Directly supervise Community Coordinators and support their growth and effectiveness.
- Provide ongoing coaching, feedback, and support for day-to-day programming.
- Build team culture grounded in trust, healing, and purpose.
- Foster and maintain strong relationships with community-based organizations, schools, and city agencies.
- Represent Project Restore at community events, coalitions, and public forums.
- Elevate community voice in program planning and decision-making.
- Collaborate with evaluation partners to collect, review, and report program data.
- Monitor goals and deliverables for grant compliance and strategic growth.
- Create reports and presentations to inform internal and external stakeholders.
- Identify emerging needs in Brooklyn communities and support the expansion or adaptation of restorative initiatives.
- Contribute to long-term visioning and sustainability planning for Project Restore.
- Support development of new initiatives aligned with the mission of the Restorative Justice Unit.

Additional Information

Candidates must meet the additional requirements:

- Five plus years of experience in program management, community engagement, or related fields.
- Deep understanding of restorative justice, transformative justice, and/or trauma-informed care.
- Experience working with system-impacted communities, especially youth and families.

- Strong leadership and team development skills.
- Excellent communication, organizational, and project planning skills.
- Commitment to racial justice, equity, and community accountability.

Preferred Skills:

- Proven experience in strategic partnership development and project management.
- Strong facilitation skills and ability to lead complex, healing-centered discussions around violence, conflict, and racial justice.
- Cultural competence and experience engaging diverse communities.
- Adaptability to a fast-paced, community-driven work environment.
- Demonstrated ability to manage people, programs, and interagency collaborations effectively.
- Candidates with an advanced degree (PhD/DSW) and 2–3 years of experience are encouraged to apply.

Hours/Shift

Monday-Friday 11:00 A.M. to 7:00 P.M.

Flexibility required for evening and weekend events as needed.

Apply:

To apply click the “Apply Now” button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type “DA - Brooklyn” on the search line. Then locate the Job ID number.

For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

A RESUME AND COVER LETTER ARE REQUIRED.

PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslfr/>.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE 11/26/2025

**POST
UNTIL** 12/16/2025

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