



Golden Triangle Business Improvement District
Safety & Security Coordinator
Washington, DC



The Golden Triangle Business Improvement District is a dynamic organization that is looking for a Safety & Security Coordinator to complement its existing team. As a key partner in enhancing the neighborhood and public space from the White House to Dupont Circle and 16th Street NW to 21st Street NW, the Golden Triangle BID works to enrich the neighborhood through its Ambassador cleaning program, public space improvements, economic development initiatives, promotions, and outdoor events.

Founded in 1997, the Golden Triangle neighborhood is made up of more than 34 million square feet of commercial office space, nearly 6,000 businesses, 11 hotels, and 6 U.S. National Parks. The vision of the Golden Triangle BID is to maintain a vibrant downtown that encourages reinvestment in the neighborhood, and keeps visitors and stakeholders engaged and returning to enjoy everything the Golden Triangle has to offer. Read more at [The Golden Triangle BID website](#).

The Position

The Golden Triangle BID's award-winning Safety, Security, and Emergency Preparedness Program works to foster a safe environment, ensure neighborhood security, and assist businesses and individuals in preparing for emergencies. Through daily communication and coordination, the BID leverages strategic partnerships with numerous local and Federal law enforcement, emergency management, homeland security, and other public safety agencies, in addition to property management companies and businesses within the BID, to improve and mitigate ever-evolving challenges. Furthermore, the BID creates numerous training and educational opportunities that help improve neighborhood security. When crime and significant incidents occur, the BID takes a key role in ensuring coordination and information sharing between stakeholders. Working together allows our neighborhood to be better protected and prepared.

The Safety & Security Coordinator will be responsible for supporting a variety of activities related to improving neighborhood safety and security.

Key Roles and Responsibilities

The Safety & Security Coordinator will coordinate and share incident information between first responders, property managers, security directors, Golden Triangle Ambassadors, and other stakeholders. Efforts occur before, during, and after crime, emergencies, disruptive incidents, special events, and other public safety concerns. Additional responsibilities include:

- Proactively provide guidance and support to property management companies and businesses (restaurants, retailers, nightlife operators, etc.) on security-related matters, such as security measures, safety tips, and crime prevention strategies to identify vulnerabilities and recommend security enhancements.
- Conduct security/CCTV assessments for commercial properties and businesses.
- Provide training/workshops on topics such as personal safety, crime prevention, and emergency response procedures for internal staff, Ambassadors, commercial/residential properties, and businesses.
- Collect and analyze crime data. Track local crime patterns, current threat picture, and neighborhood-specific concerns to proactively address potential security issues. After crime

occurs, support case coordination efforts between property management companies, corporate security managers, law enforcement partners, and the court system.

- Utilize emergency communication systems, including emergency alerting tools, and maintain contact lists used to notify businesses, buildings, and key stakeholders of incidents affecting the neighborhood. This includes collecting incident information, drafting succinct messaging, and sending emergency alerts via a mass notification tool.
- Support a variety of internal preparedness efforts, such as maintaining equipment and providing focused trainings to staff and Ambassadors.
- Resolve security issues by problem solving, proposing innovative solutions, and overcoming challenges.
- Support special initiatives that enhance neighborhood security and preparedness.
- Other duties as assigned.

Experience and Attributes

- Bachelor's degree required in criminal justice, homeland security, or a closely related field.
- Related work experience in criminal justice, corporate security, homeland security, etc.
- Strong analytical, problem solving, and interpersonal skills.
- Excellent oral communication and written skills, with particular attention to detail.
- Experience working with local government agencies and/or private-sector organizations.
- Ability to be customer service focused, yet persistent and results oriented.
- Good working knowledge of Microsoft Outlook, Excel, and PowerPoint.
- Experience as a first responder and using CCTV systems is highly desirable.
- Be able to work outdoors approximately 25% of your time to assess and address issues on the street.

We offer a competitive salary, a comprehensive benefits package, and our convenient downtown location is easily accessible by all forms of public transportation and surrounded by urban amenities.

Application Process

Send a cover letter detailing your fit with the position's requirements and your chronological resume to Safety@dragonflycentral.org . For other questions, please email Ginna Goodenow at ginna@dragonflycentral.org . Resume reviews begin immediately.

Golden Triangle Business Improvement District provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability.