

NYC OFFICE OF THE MAYOR

MAYOR'S OFFICE OF CRIMINAL JUSTICE

Position: Associate Director of Intergovernmental Affairs

Location: New York, New York

ORGANIZATIONAL PROFILE: The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system's fairness. MOCJ works with law enforcement and city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. The office draws on various disciplines, such as behavioral economics to "nudge" conduct and machine learning to develop reliable predictive analytics. Examples of MOCJ's work include:

- [Justice Reboot](#), making the system fairer and more efficient by safely driving down the jail population. These reforms include [reducing case processing times in the courts](#) and [making the summons process easier and more transparent](#);
- [The Mayor's Action Plan on Behavioral Health and the Criminal Justice System](#), a set of interlocking public health and public safety strategies that aim to reduce the number of people with behavioral health needs cycling through the criminal justice system;
- [The Mayor's Action Plan for Neighborhood Safety](#), a comprehensive initiative to reduce crime and strengthen neighborhoods in and around the 15 New York City Housing Authority developments that account for 20 percent of all violent crime in the City's public housing; and
- [The Mayor's Citywide Initiative to Reduce Gun Violence](#), a comprehensive, neighborhood-based strategy to prevent gun violence in 14 precincts that account for 51 percent of shootings in New York City.

JOB RESPONSIBILITIES: Under the direction of the Director of Press and Public Information, with wide latitude for initiative, judgment and action, the Associate Director of Intergovernmental Affairs is the Office's mid-level member responsible for developing relationships with elected officials and monitoring their activities and priorities. Responsibilities include, but are not limited to:

- Cultivating relationships with elected officials on the behalf of MOCJ;
- Managing relationships with elected officials and monitoring their activities, including opportunities, potential obstacles, and looming issues;
- Suggesting and implementing strategy on how to take advantage of opportunities while managing obstacles, challenges and other issues;
- Monitoring legislation and policy developments;
- Tracking relevant legislative developments and opportunities;

- Managing MOCJ's advisory role in relevant legislation and work with other staff to develop recommendations;
- Cultivating relationships with advocates and community-based organizations on behalf of MOCJ;
- Managing relationships with advocates and community-based organizations. This includes identifying opportunities and obstacles, while recommending engagement plans and/or strategies;
- Drafting testimony and briefing materials;
- Preparing testimony for presentation by MOCJ staff;
- Project managing the preparation of briefing materials in advance of hearings, etc.; and
- Preparing briefing materials for staff in advance of any meetings, conferences, etc. with elected officials, advocates, or constituents.

PREFERRED SKILLS/QUALIFICATIONS:

- Graduate degree from an accredited university, preferred;
- Minimum of three (3) years of full-time experience working with the policymaking process. This includes working in a substantial public or private concern, on communications, press strategy, public information or a related area;
- Demonstrated connections with New York City and State elected officials, including familiarity with the legislative process;
- Subject matter expertise in criminal justice, preferred; and
- Excellent time management and project management skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and within a fast-paced and team environment, paying close attention to detail, meeting deadlines and working well under pressure.

SALARY: Commensurate with experience.

TO APPLY: Submit a cover letter, resume, and three (3) references to CJCResumes@cityhall.nyc.gov. Please be sure to include "Associate Director of Intergovernmental Affairs" in the subject line.

New York City Residency Is Required Within 90 Days of Appointment
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