

Position: Program Manager, Mayor's Action Plan for Neighborhood Safety

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. To ensure effective results, 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: The Mayor's Office of Criminal Justice executes its mandate through a diverse array of projects that span government agencies at the city, state and federal levels and may include non-profits, foundations, community groups and others. MOCJ is seeking a dynamic, intellectually curious leader who can act both deliberately and creatively in a fast-paced, action-oriented environment to shape and execute one of the most ambitious and complex initiatives, The Mayor's Action Plan for Neighborhood Safety.

The Program Manager must be a proven manager and thought leader and demonstrate a substantial capacity for independent initiative while at the same time working creatively with a diverse assortment of City agency leaders, non-profit directors, community representatives, and external contractors. Under the direction of the Deputy Director, the Program Manager's responsibilities include, but are not limited to:

- **Coordinate with Agencies and Stakeholders:** Oversee agency program/data compliance; regularly connect with agency partners to evaluate progress in meeting program goals and to identify problems in achieving programmatic goals; develop and implement solutions; and evaluate effectiveness.
- **Develop a detailed project plan to monitor and track program and budget progress:** Includes management of changes to the project scope, project schedule, and project costs using appropriate verification techniques and reporting and escalating to leadership as needed.
- **Draft, edit and finalize written documents and program documentation.**
- **Provide administrative and project support:** contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; scheduling and managing meetings; keeping minutes and overseeing action items.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- A bachelor's degree plus five years' experience, or master's degree from an accredited college.
- 2-5 years of project management, administrative or supervisory experience.
- Extensive experience working with community organizations or other neighborhood-based constituencies.
- Familiarity with criminal justice systems and processes.
- Expertise in urban planning, community development or related professional fields.
- Strong project management skills with exceptional attention to detail.
- Ability to work independently in a fast-paced environment.
- Outstanding interpersonal skills and ability to maintain positive relationships with a diverse array of constituencies.
- Strong time management skills with a proven ability to multitask and to prioritize activities to successfully complete projects on tight deadlines with little supervision.
- Excellent written and verbal communication skills, with the ability to present data in a simple and straightforward way for non-technical audiences.

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 "Program Manager (Mayor's Action Plan for Neighborhood Safety)" in the subject line.

New York City Residency Is Required Within 90 Days of Appointment.
The City of New York and the Office of the Mayor are Equal Opportunity Employers.