

NYC OFFICE OF THE MAYOR
MAYOR'S OFFICE OF CRIMINAL JUSTICE

Position: Program Associate

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, including 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.
- [The Mayor's Leadership Team on School Climate and Discipline](#), a one-year task force charged with developing policy recommendations to enhance the well-being and safety of students and staff in the City's public schools, while minimizing the use of suspensions, arrests and summonses.

JOB RESPONSIBILITIES: Under the supervision of the Executive Director of Youth and Strategic Initiatives, the Program Associate will be responsible for providing project management and programmatic support for a number of MOCJ's initiatives related to juvenile justice, young adult strategies, school climate reform and other community based justice strategies. The Program Associate's responsibilities include, but are not limited to:

- Managing ongoing work related to the Mayor's Leadership Team on School Climate and Discipline, including release of the final report and coordinating follow up in the implementation, data tracking and reporting;
- Coordinating trainings, support, budget requests, and creating reports and presentations to demonstrate the purpose and progress of program initiatives;

- Providing support to juvenile and young adult justice strategies including stakeholder meeting coordination, data and policy analysis and review, and helping to develop innovative solutions to improve public safety and outcomes for young people who come into contact with the justice system;
- Administrative support as needed to the program initiatives, including contract management, grant writing support, and organizational;
- Fostering and maintaining relationships and communication with community stakeholders and both government and non-government agencies;
- Other duties as assigned.

PREFERRED SKILLS/QUALIFICATIONS:

- Minimum of two years' experience in juvenile justice, criminal justice, education or a related field;
- Prior project management experience preferred;
- Strong interpersonal and leadership skills, including ability to effectively lead and facilitate meetings involving diverse groups of stakeholders;
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and with teams in a fast-paced environment, pay close attention to detail, meet deadlines, and work well under pressure;
- Advanced personal computer skills, including Microsoft Word and Excel;
- Familiarity with and knowledge of the criminal justice system in NYC and the fields of juvenile justice, education and youth development preferred;
- Effective oral and written communication skills;
- Proven ability to establish and maintain effective working relationships.

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 Associate" in the subject line.

New York City Residency Is Required Within 90 Days of Appointment
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