

**Position: Project Associate, 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, 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 both 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. For its numerous initiatives, the office draws on various disciplines, such as, behavioral economics to "nudge" conduct and machine learning to develop reliable predictive analytics, to ensure effective results. One such initiative is [The Mayor's Action Plan for Neighborhood Safety](#), a comprehensive approach to reducing crime and strengthening neighborhoods in and around the 15 New York City Housing Authority (NYCHA) developments that account for 20% of all violent crime in the City's public housing.

**JOB RESPONSIBILITIES:** The Mayor's Office of Criminal Justice is seeking a highly motivated, detail-oriented individual with excellent communication skills to be the Project Associate on the MAP team. The Project Associate will need to be a "jack of all trades," as job responsibilities include, but are not limited to:

- Preparing daily briefing documents, tracking priorities and follow-up items, communicating with senior staff, and keeping minutes at meetings;
- Working with MAP's Executive and Deputy Directors to manage calendars, coordinate events, and prepare materials as needed;
- Providing support for tasks including: creating briefing memos, summaries and reports; doing "deep dives" into specific research questions; creating PowerPoint presentations to convey data trends or policy recommendations; and organizing special projects.

The Project Associate role will be challenging, but will also provide opportunities for growth. This role will provide an introduction to key policy issues and stakeholders involved in the Criminal Justice system, as well as the opportunity to support and learn from MOCJ staff across many issue areas.

**PREFERRED SKILLS/QUALIFICATIONS:**

- A Bachelor's Degree.
- Ability to maintain confidentiality of work-related information and materials.
- The ideal candidate will be a self-motivated problem solver with excellent communication, interpersonal, and writing skills. This role requires daily communication with the Director, as well as with senior staff, office partners, and other government officials.
- Attention to detail and the ability to balance multiple projects and deadlines in an organized way.
- Ability to plan and prioritize effectively.
- Flexibility and ability to adapt to a fast-paced work environment, and willingness to work on a wide range of projects and topics.
- Proficiency with Microsoft Office Suite (including Excel and Powerpoint).
- Experience in graphic design/layout preferred.
- An interest in criminal justice and/or public policy is preferred.

**SALARY:** Commensurate with experience

**TO APPLY:** Submit a cover letter, resume, and three (3) references by following this link: [Candidate Application](#).

**New York City Residency Required Within 90 Days of Appointment.**

**The City of New York and the Office of the Mayor are Equal Opportunity Employers.**