NYC Criminal Justice

NYC OFFICE OF THE MAYOR

MAYOR'S OFFICE OF CRIMINAL JUSTICE

Position: **Summer 2016 Internships**

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.

JOB RESPONSIBILITIES: The Mayor's Office of Criminal Justice is seeking 5 interns for our Summer 2016 Internship Program. MOCJ is excited to be offering internships in the following areas:

- **External Strategy:** working on press strategy, communications, and our website.
- **Reentry and Reintegration:** working on initiatives related to successful reentry into society after incarceration.
- **NYCHA / Mayor's Action Plan for Neighborhood Safety:** working on strategies to increase safety and support community health in NYCHA housing developments and surrounding communities.
- **Case Processing / Justice Initiatives:** working on reducing case processing times and making the process more transparent.
- **Behavioral Health:** working on strategies to reduce the number of people with behavioral health needs in the criminal justice system.

NOTE: Interns will be matched to one of the areas listed above *after* they have been selected to be part of the MOCJ internship program. MOCJ will match interns to project areas based on their interests as well as office needs. *All applicants will be considered for all project areas, there is no need to submit multiple applications.*

In addition to performing daily tasks, interns will also have the opportunity to participate in intern programming that will enrich their understanding of the criminal justice system and of working in public service. This programming includes a brown bag lunch series with members of MOCJ staff, workshops on skills such as resume and cover letter writing, and field trips to visit organizations that MOCJ partners with, such as the NYPD and NYHCA.

DAILY TASKS FOR INTERNS MAY INCLUDE:

- Organizing and analyzing data, creating graphic representations of data such as charts, graphs and maps;
- Drafting briefing documents, presentations, meeting agendas and reports;
- Synthesizing and summarizing information from news articles, reports, etc.; and
- Assisting in the organization of inter-agency meetings and corresponding with MOCJ's partners.

PREFERRED SKILLS/QUALIFICATIONS:

- Current undergraduate or graduate student.
- The ideal candidate will be a self-motivated problem solver with excellent communication and writing skills. Organization and attention to detail are also very important.
- Proficiency with Microsoft Excel and Powerpoint.
- An interest in criminal justice and / or public policy is preferred.
- Available to work full time from June – August (start and end dates are flexible).

SALARY: Unpaid

TO APPLY: All Applicants must:

1) Fill out the following online application: https://docs.google.com/forms/d/1NXhYo-y2ueRKYSw4x4FlDORYfrV_pGzF0yZSjuMhrY8/viewform
2) Send a PDF of your resume to CJCResumes@cityhall.nyc.gov. Please be sure to include "Summer 2016 Intern" in the subject line.

The deadline for applying to the Summer 2016 Internship Program is February 6, 2016. Interviews will be conducted during February and March and interns will be notified by March 30th at the latest.

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