

<b>Job Title</b>	Project Assistant, Field Innovations
<b>PVN ID</b>	JJ-1709-002056
<b>Category</b>	Research
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE

**Department**

<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 05, 2017 (Or Until Filled)

## General Description

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The National Network for Safe Communities at John Jay College (NNSC) seeks a full-time Project Assistant to support its field innovations team which works on emerging violence reduction strategies and programs operating in over 50 jurisdictions. The Project Assistant will provide project management and advising support to the field innovations team and report directly to its Managing Director.

NNSC works with communities to reduce violence, minimize arrest and incarceration, and increase trust between law enforcement and the public. The Field Innovations team currently supports a number of new initiatives including the National Initiative for Building Community Trust and Justice (NI) which seeks to improve relationships and increase trust between communities and the criminal justice system and advance the public and scholarly understandings of the issues contributing to those relationships. The NI highlights three areas that hold great promise for concrete, rapid progress—increasing procedural justice, reducing the impact of implicit bias, and fostering reconciliation—and combines existing and newly developed interventions informed by these ideas in six pilot sites around the country. It also involves the development and implementation of interventions for victims of domestic violence and other crimes, youth, and the LGBTQI community; research and evaluation activities; and a national clearinghouse where information, research, and technical assistance are readily accessible for law enforcement, criminal justice practitioners and community leaders.

**Responsibilities**

- Support day-to-day operations including scheduling cross team meetings, developing agendas, recording minutes, and tracking deliverables in support of the NNSC's field innovations portfolio including National Initiative's six pilot sites
- Support and foster day-to-day communication and logistical coordination with NNSC external stakeholders, law enforcement personnel, community leaders, and social services agencies in NNSC's partner jurisdictions
- Manage event-planning including travel, reimbursements, cost reporting, and administrative components
- Draft memos, progress reports, and other written materials for internal and external use
- Support the tracking of grant deliverables.

- Maintain and organize the FI team's project management, task management and document sharing platforms by collecting and compiling regular updates from team members
- Support the FI team in writing grant proposals and budgets for submission to both government agencies and private foundations

## Other Duties

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## Qualifications

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### **Qualifications**

We are looking for an entrepreneurial, highly-organized individual with experience in project management and monitoring large-scale projects.

- Associate's degree required, Bachelor's degree preferred
- 3-5 years of related industry experience
- Excellent written and verbal communication skills and experience working with interdisciplinary teams
- Excellent organizational skills
- Ability to work independently and as part of team
- Established knowledge of proven strategies that reduce violence and improve public safety