

Job Title	Project Assistant, Chicago Violence Reduction Strategy (VRS)
PVN ID	JJ-1709-002057
Category	Research
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Department

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

General Description

The National Network for Safe Communities at John Jay College (NNSC) seeks a full-time Project Assistant to support day-to-day operations including scheduling, event planning, and public communication. The position involves exposure to leaders from across the criminal justice community and provides a good opportunity for individuals hoping to pursue a career in criminal justice reform. This is a Chicago-based position and requires living and working out of Chicago.

NNSC supports cities to implement and advance proven strategies that reduce violence and improve public safety, minimize arrest and incarceration, strengthen communities, and improve relationships between law enforcement and communities. Since 2009, NNSC has worked in Chicago with law enforcement partners and community stakeholders to identify the city's most violently active groups; conduct immediate, targeted outreach to the most at-risk individuals; reduce their involvement in violent crimes; connect them with specialized social services; and make significant progress in improving the city's public safety.

Responsibilities

- Work with VRS staff to provide substantive support to partners, as needed. May include participating in and documenting strategic advising calls; conducting follow-up tasks like drafting agendas, conducting discrete research projects and performing limited data analysis; participating in regular strategy sessions, etc.
- Support planning and logistics for VRS team travel and events, in partnership with NNSC's operations and finance staff
- Maintain and update the VRS team's project management databases
- Support the development of written materials such as proposals, progress reports, training tools, etc.
- Work with staff and external partners to schedule calls and meetings
- Provide general secretarial and administrative support including purchasing, expense and receipt tracking, and printing

Other Duties

Qualifications

Qualifications

We are looking for an entrepreneurial, highly-motivated individual with excellent organization skills; strong attention to detail; and an ability to independently prioritize and simultaneously handle multiple tasks. Additional requirements include:

- Bachelor's degree
- Good written and oral communication skills including confidence, tact and nuance, critical for correspondence with senior political and law enforcement personnel
- Flexibility to travel locally and to work early or late events as needed for events
- Very strong attention to detail
- Strong collaborative skills and the ability to interact with other office staff at all levels in a fast-paced environment, sometimes under pressure
- Proficiency with Microsoft Word, Excel, PowerPoint, and Outlook