

<b>Job Title</b>	Research & Policy Advisor
<b>PVN ID</b>	JJ-1901-002897
<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>	Mar 15, 2019 (Or Until Filled)

## General Description

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**The National Network for Safe Communities at John Jay College (NNSC)** seeks a full-time Advisor for its Research & Policy (R&P) team, which promotes and builds a community of practice around promising new approaches to public safety. The Advisor leads those efforts, in collaboration with NNSC's executive staff and Field Innovations department, through extensive research, strategy and program development, advisement to NNSC partners, and the production of research materials, case studies, and other written products.

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 to support cities both nationally and internationally 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.

**Responsibilities**

- Conduct intensive fieldwork and interviews for policy-focused case studies, concept papers, and guidebooks
- Write popular and translational material on complex research and practice in the field of criminal justice
- Oversee grant deliverables under awards from federal and private foundations
- Manage the production of guidebooks and practitioner tools for city government, law enforcement, and community organizations
- Develop production timelines and ensure on-time delivery of written and other products.
- Review and stay abreast of recent scholarship and publications on criminal justice
- Disseminate information between NNSC partner sites to build a community of practice around the organization's principles and approach to public safety
- Advance implementation of NNSC's strategies and interventions by providing operational, development, and strategic advising for select Field Innovations' strategies, sites, and partners
- Build technical capacity of local stakeholders to implement, measure and sustain interventions

- Develop and maintain assessment tools to guide, organize, and analyze key metrics of strategy implementation
- Guide program design and continuously review operational data to achieve outcomes by incorporating the best available evidence
- Liaise with high-level government, community and law enforcement leaders, partner organizations, and academics
- Work cross-team and independently to design and execute working sessions, peer-exchanges, and other events to support the development of NNSC's strategies
- Ensure timely preparation and submission of all required grant reports, including progress, quantitative and qualitative performance, annual and final reports
- Produce regular site reports and maintain site information on internal project management systems

## Other Duties

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## Qualifications

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### Qualifications

We are looking for an entrepreneurial, highly-organized person with experience overseeing publication projects; experience providing technical assistance or high-level advising; experience managing and monitoring large-scale projects; an established knowledge of proven strategies that reduce violence and improve public safety; and an established knowledge of research and policy trends in both the print and digital space.

- Bachelor's degree and 5-7 years of experience required; master's degree (or equivalent) preferred
- Excellent written and verbal communication skills and experience working with interdisciplinary teams
- Ability to work independently and as part of a team
- Experience in the non-profit sector or a university research setting