

Job Title	Project Assistant, Intimate Partner Violence Intervention (I
PVN ID	JJ-1906-003146
Category	Administrative Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Department

Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 24, 2019 (Or Until Filled)

General Description

Partner Violence Intervention (IPVI)**Position Summary:**

The National Network for Safe Communities at John Jay College (NNSC) seeks a full-time Project Assistant to support its Intimate Partner Violence Intervention team, which works with jurisdictions throughout the country to identify and deter the most serious intimate partner violence offenders, reduce intimate partner violence, and reduce harm to victims. The Project Assistant will provide project management and operational support to the IPVI team and report directly to its Director. The position involves exposure to leaders from across the intimate partner violence and criminal justice communities and provides a good opportunity for individuals hoping to pursue a career in criminal justice reform.

About NNSC:

NNSC works with communities to reduce violence, minimize arrest and incarceration, and increase trust between law enforcement and the public. For over 20 years, we've invented and implemented original solutions to important public safety problems; made those solutions available for evaluation, replication, and advocacy; and shaped the public discourse based on new facts on the ground.

Essential Job Function & Responsibilities:

- Support day-to-day operations of the IPVI team including participating in and documenting strategic advising calls; conducting follow-up; developing agendas, conducting discrete research projects and performing limited data analysis; participating in regular strategy sessions, and tracking deliverables
- Schedule 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 through meetings and calls
- Manage planning and logistics for IPVI team travel and events, in partnership with NNSC's operations and finance staff

- Maintain and update the IPVI team's project management database and document sharing platforms and optimize information sharing by collecting and compiling regular updates from team members
- Draft memos, proposals, progress reports, training tools, and other written materials for internal and external use

Additional Responsibilities

- Provide general secretarial and administrative support as needed
- Support the tracking of grant deliverables

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
- 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
- Experience in the intimate partner violence and/or criminal justice field preferred
- Proficiency with Microsoft Word, Excel, PowerPoint, and Outlook

Our generous benefits package includes:

- **Insurance:** Health, dental, vision, and life insurance.
- **Time Off:** 16 paid holidays, 15 days of annual leave, 4 personal days, 20 sick days.
- **Retirement:** 8% employer contribution after 1 year of employment; employees are vested in the employer contribution after 3 years of employment; no employee contribution required.
- **CUNY Tuition Reimbursement:** Reimbursement of credits for courses taken at any CUNY institution after 1 year of employment.
- **Other Benefits**
- Summer Fridays
- Voluntary one-day-a-week remote work option
- \$1,000 per year available to support independent pursuit of professional development opportunities.
- Free *New York Times* and *Wall Street Journal*

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Other Duties

Qualifications
