

<b>Job Title</b>	Design & Planning Liaison
<b>PVN ID</b>	JJ-1907-003197
<b>Category</b>	Research
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Research & Evaluation Center
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 05, 2019 (Or Until Filled)

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## General Description

In 2017, the New York City Mayor's Office of Criminal Justice (MOCJ) engaged the assistance of the Research and Evaluation Center at John Jay College of Criminal Justice (JohnJayREC) to support the implementation and evaluation of the Mayor's Action Plan for Neighborhood Safety (MAP), a comprehensive mayoral initiative designed to reduce violent crime and make neighborhoods safer in and around 15 housing developments operated by the New York City Housing Authority (NYCHA). The communities served by MAP were disproportionately affected by crime in recent years. MAP enhances coordination between the New York City Police Department, NYCHA, other City service agencies and public housing residents. Together, the partners are addressing an array of physical, economic, and social conditions to create safer and stronger neighborhoods. Various strategies are designed to build problem-solving approaches with residents and police, to expand access to youth employment, to improve the security of NYCHA buildings and related infrastructure, and to create routine and sustainable ways for residents to work with City officials on public safety. Staff members at JohnJayREC are supporting MOCJ in formulating implementation strategies and organizing the efforts of various subcontracted partners. In addition, JohnJayREC will collaborate with MOCJ in an evaluation of the MAP initiative.

JohnJayREC is hiring a MAP Design & Planning Liaison through June 30, 2020 (at least), contingent on project funding. The MAP Liaison will work out of the MOCJ offices and be an in-house representative of the John Jay team. This individual will work closely with MOCJ's Executive and Deputy Director of the Mayor's Action Plan for Neighborhood Safety, as well as the Director of Strategic Design Initiatives, to support the evaluation and implementation of MAP.

The John Jay MAP Liaison will be responsive to the needs of the MOCJ staff to support the MAP project, as well as the needs of the JohnJayREC Director and Deputy Directors to support the evaluation of MAP. The John Jay MAP Liaison must be well-organized, deadline driven, goal-oriented, and motivated.

**Applications should include a cover letter and three (3) references.**

## Other Duties

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### **Responsibilities:**

- Working collaboratively with the JohnJayREC Director and JohnJayREC Deputy Directors to maintain project records and communicate effectively with MOCJ about the MAP project;
- Working closely with JohnJayREC, MOCJ and MAP Partners to understand and document MAP Partner operations;
- Help develop, operationalize, monitor, and document the progress of a multi-agency placemaking strategy that supports neighborhood safety and well-being through access to clean, safe environments that connect residents to healthy play and community building. Strategies range from community driven design, coordination with agencies around improvement of the built environment, programming partnerships to bring new life to underutilized spaces, and cultivating stewardship to address long standing issues;
- Implement findings from research projects to assist MOCJ in evidence-based approaches to design, stewardship and public safety, while tracking outcomes of MOCJ's work;
- Cultivate and maintain excellent relationships with stakeholder groups, other government agencies, community non-profits, advocates, family members, and justice-involved individuals;
- Represent MOCJ at meetings with community-based, governmental, and business entities, among others;
- Support the management of the work of project consultants including creating mechanisms to monitor project expenditure and timeframes and report information internally/
- Produce meeting minutes, reports, policy statements, testimony, and other written and/or oral materials as requested;
- Support the creation and implementation of strategic plans, and corresponding documents;
- Represent John Jay team at meetings with MOCJ and MAP Project Partners;
- Other duties as assigned.

## Qualifications

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- Intellectual strength in the field of urban justice, spatial justice, design activism, and /or CPTED, as evidenced in areas of study, teaching, experience, publication and/or research background;
- Ability to work independently as well as on a team;
- Ability to identify creative solutions to urban challenges in resource constrained environments;
- Ability to organize and participate in colloquia, symposia, presentations of reports, demonstrations, performances, etc. consistent with the scope and nature of the project and the requirements of the sponsor;

### **Ideal Qualifications of the MAP Design & Planning Liaison:**

- Five years of full-time professional experience;
- A thorough knowledge of the NYC design, planning, and placemaking landscape;
- Advanced degree in architecture or planning preferred;
- Experience working with NYCHA residents a plus;
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and with teams in a fast-paced environment, pay close attention to detail, meet deadlines, and work well under pressure;
- Strong oral and written communication skills, including skill at public speaking and the proven ability to present the agency's position in meetings with high level officials and other governmental and private entities;
- Proven ability to establish and maintain effective working relationships;
- Effective and creative leadership ability with the capacity to work both independently and cooperatively to implement key strategies;
- Experience with data management and analysis;
- Familiarity with the use of Adobe Creative Suite, Microsoft Word, Excel and Powerpoint;
- Excellent written and verbal communication skills; and
- Excellent interpersonal and project management skills.