
Job Title	MOCJ Community Research Fellows
PVN ID	JJ-1909-003290
Category	Research
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Research & Evaluation Center
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Dec 09, 2019 (Or Until Filled)

General Description

The John Jay Research and Evaluation Center (JohnJayREC.nyc) is an applied research organization and part of John Jay College of Criminal Justice, City University of New York. The Center provides members of the academic community with opportunities to respond to the research needs of justice practitioners in the city, New York State, and the nation. At any given time, staff members are working on several projects designed to discover, test, and improve programs and policies related to the justice system.

The New York City Mayor's Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system's fairness.

The Community Research Fellowship program will provide research and community engagement assistance to MOCJ by integrating JohnJayREC staff members among MOCJ's research and program staff. In 2017, MOCJ engaged the assistance of 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). Beginning with the MAP initiative, staff from JohnJayREC and MOCJ developed close partnerships that blended the research expertise of John Jay College with the programmatic and policy knowledge of city leadership and staff. The Community Research Fellowships will strengthen this ongoing partnership.

The John Jay Research and Evaluation Center (JohnJayREC) is seeking three (3) Community Research Fellows to assist in the implementation, monitoring and evaluation of the community engagement and public safety strategies of MAP as well as related efforts within the Mayor's Office of Criminal Justice. Fellows will provide administrative support and programmatic assistance across a variety of initiatives to strengthen the Office's analytic orientation as it works to reduce crime and implement community-based solutions. Fellows will assist in the collaboration of JohnJayREC and MOCJ to: monitor the progress of city agencies and community-based organizations; provide technical assistance; organize city/community collaborations; and, build networks

amongst stakeholder teams to ensure that the city's public safety initiatives are functioning effectively. Community Research Fellows will work under the supervision of JohnJayREC but be responsive to the needs of MOCJ leadership and staff.

Other Duties

- Be well-organized, deadline driven, goal oriented, and highly motivated.
- Work collaboratively with the JohnJayREC Director and JohnJayREC Deputy Directors to maintain project records and communicate effectively with MOCJ about the Office's activities.
- Work closely with JohnJayREC, MOCJ, and their partner organizations to understand and document community activities related to MAP and other public safety efforts.
- Support JohnJayREC and MOCJ staff in the development and management of community engagement and participation strategies.
- Plan, monitor, coordinate, and execute local NeighborhoodStat meetings as part of the MAP initiative and plan other events in partnership with MAP staff and subcontractors.
- Establish and maintain strong relationships with city agency partners, community-based organizations, advocates and key local stakeholders in the larger MOCJ network.
- Prepare and deliver written and verbal presentations as needed.
- Assist with community education, trainings, and outreach to community groups and local service providers.
- Collaborate with service providers and other partner agencies to ensure consistency in the delivery of services and the production of performance metrics.
- Perform other related duties as needed.

Qualifications

Successful candidates will have the following skills and qualifications:

- Bachelor's Degree plus a minimum of 2 years of relevant work experience.
- Knowledge of issues that face the criminal justice system.
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem-solve, balance competing priorities, and work independently within a fast-paced team environment.
- Ability to work comfortably and respectfully with people at varying levels of public and private organizations.
- Knowledge and experience working with community members to create more active, livable communities.

Submit a cover letter, resume, and three (3) references.