



Job Title	Intern
PVN ID	JJ-2010-003751
Category	Clerical/Office Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	IIP
Status	Part Time
Hourly Rate	\$15.00-\$15.00
Hour(s) a Week	5.00-15.00
Closing Date	Dec 26, 2020 (Or Until Filled)

General Description

The Institute for Innovation in Prosecution at John Jay College of Criminal Justice (IIP) seeks two part-time interns (one for the fall and another for the following spring) to support the executive director and staff.

The IIP provides a collaborative national platform that brings together prosecutors, policy experts, and the communities they serve to promote data-driven strategies, cutting-edge scholarship, and innovative thinking. The IIP is dedicated to criminal justice that promotes community-centered standards of safety, fairness, and dignity.

Specific responsibilities will be dependent on the intern's skill set and will be discussed in detail during the interview process.

Other Duties

Responsibilities may include:

- Conducting legal and policy research
- Drafting clear, concise, and prompt policy memoranda and issue briefs for IIP staff
- Tracking and reporting internally on progress, challenges, and innovations in the prosecution field
- Collecting news clips and tracking websites relevant to the IIP
- Assist in maintaining and building communication with key collaborators and stakeholders
- Creating, editing, and maintaining systems, tools, and processes to track the progress and outcomes of the IIP

- Attending and providing support to IIP events and forums
- Contributing to IIP's social media strategy
- Assisting with administrative duties as needed, including data entry, correspondence and outreach, and logistics for meetings and events
- Additional responsibilities and duties will be assigned as appropriate and based on the candidate's skill set and interests

Qualifications

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- Current college, law student, or graduate student
- Excellent research, analytical, written, and oral communication skills
- Experience working in law, policy, and/or community organizations
- Excellent organization skills with ability to prioritize and handle multiple tasks simultaneously and strong orientation to detail
- Strong sense of professionalism and discretion
- Positive attitude and ability to work with others efficiently and effectively in a fast-paced environment
- Ability to make independent decisions regarding planning, organizing, and scheduling work
- Proficiency with Microsoft Office programs, including Word, Excel, PowerPoint and Outlook required
- The IIP is an equal-opportunity employer. Women, people of color, and individuals directly impacted by the criminal justice system encouraged to apply