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| Job Title | Internship |
| PVN ID | VB-1803-002410 |
| Category | Managerial and Professional |
| Location | OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY |
| Department | CUNY Institute for State and Local Gover |
| Status | Full Time |
| Hourly Rate | \$15.00-\$21.00 |
| Hour(s) a Week | 35 |
| Closing Date | Jun 12, 2018 (Or Until Filled) |

General Description

Overview

The Institute for State and Local Governance (ISLG) is an institute within the City University of New York. The Institute's mission is to assist current and future leaders in government, non-profit organizations and the private sector, in the U.S. and internationally, by offering research, technical assistance, and education and training to improve the financing, delivery and measurement of critical public services. The Institute's director, Michael Jacobson, previously served as NYC's Probation and Correction Commissioner and president of the Vera Institute of Justice.

The Institute is recruiting junior and senior undergraduate students, recent graduates, law students, and graduate students to serve as interns for summer 2018. These interns will assist in ISLG's work with the New York County District Attorney's Office ("DANY") on DANY's Criminal Justice Investment Initiative (CJII), which aims to reduce crime and improve fairness and efficiency in the criminal justice system. This work includes many projects distributed among four portfolios: a) *Youth, Families, and Communities*, b) *Victims of Crime*, c) *Diversion and Reentry Support*, and d) *Enhancing Effectiveness Across Systems*. ISLG provides technical assistance to DANY and oversees the CJII on behalf of DANY. Each intern will be matched with one or more CJII portfolios based on their interests and previous experience, as well as on CJII needs throughout the internship. For more information about ISLG and CJII, please visit www.islg.cuny.edu and www.cjii.org.

Position Description

Reporting to a Senior Policy Associate, the intern will work on a range of tasks within selected CJII portfolio(s). Tasks that the interns *may* be responsible for include but are not limited to:

- Work closely with the Senior Policy Associate(s) to support grantees, including conducting site visits, reviewing reports from grantees, identifying technical assistance needs, maintaining regular communication with grantees, and ensuring grantees' timely completion of tasks and deliverables;

- Assist CJII team in developing relationships with and collaborating with government and community stakeholders to support grantees;
- Assist in the preparation of materials for conferences, external presentations, and other public-facing platforms (e.g. the CJII website);
- Assist in the planning and provision of logistical support of a CJII Learning Community, which supports grantees' ongoing technical assistance needs through in-person convenings, webinars, and trainings; and
- Other tasks as needed to support CJII's work.

Other Duties

Qualifications

- Currently enrolled in a degree program at a CUNY school or graduated from such a program within the last year;
- Demonstrated professional and/or academic experience or knowledge in a subject matter related to one or more of the aforementioned CJII portfolios, which may include youth development; education; peer support; victimization; workforce development; criminal justice; trauma-informed care; neighborhood-based strategies; and/or other related subject matters.
- Knowledge of NYC's social service, criminal justice, and/or related system landscape is preferred;
- Excellent time management skills and experience working in deadline-driven environments;
- Ability to write and present in an articulate, structured, and compelling manner;
- Ability to prioritize and work on a number of tasks simultaneously;
- Ability to commit to a consistent schedule of approximately 35 hours per week for the internship period (i.e. summer or the spring or fall semester).

How to Apply

To apply for an internship please visit [insert RF url]. You will need to submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Additionally, we ask that candidates submit the following materials:

1. ISLG's Internship Program application form (which will be emailed separately to all candidates once applicants submit their cover letter and curriculum vitae via the Research Foundation website)
2. A cover letter that includes their area(s) of interest, how they hope to contribute to ISLG's mission, and their proposed start and end dates and work schedule. (1 page limit)
3. A resume or curriculum vitae. (1 page limit)
4. The contact information for 2 references (preferably professors or former supervisors of employment)

relating to the work of ISLG).

5. An academic or professional writing sample. (3 page limit)
6. Unofficial transcripts.

All application materials must be in English and submitted in a single PDF to info@islg.cuny.edu by the deadline listed below. Please use the subject line "Internship Program Application." Incomplete application packets will not be considered.

Application review will commence on March 30, 2018 and continue until the position is filled.

The CUNY Institute for State and Local Governance and the Research Foundation of the City University of New York are an Affirmative Action/Equal Opportunity/Americans with Disabilities Act/Protected Veterans Status/ E-Verify Employer