

Job Title	Internship
PVN ID	VB-2305-005628
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State & Local Govern
Status	Full Time
Hourly Rate	\$20.00-\$25.00
Hour(s) a Week	35
Closing Date	Feb 06, 2024 (Or Until Filled)

General Description

CUNY Institute for State and Local Governance (ISLG): About Us

The CUNY Institute for State and Local Governance has a mission to improve the financing, delivery, and measurement of critical public services through research, technical assistance, and education. We lead projects aimed at reforming the criminal justice system, measuring urban inequality, expanding the reach of social service providers, and more. Each project has a dedicated team of research and policy experts who collaborate closely with internal and external organizations. For more information about ISLG, please visit www.islg.cuny.edu.

Our Goals for Diversity and Inclusion

We strive to foster an office environment and an approach to work that welcomes and respects different perspectives, backgrounds, and life experiences. We are working towards our goal of recruiting and retaining staff, interns and advisory group members who are diverse in terms of race, national origin, sexual orientation, gender identity or expression, age, religion, veteran status, socioeconomic status, disability, and justice system involvement.

Who we are looking for

ISLG is recruiting multiple undergraduate and/or graduate student interns to work on a variety of projects, spanning a range of policy areas, including:

- **Police reform** - supporting the implementation of a community engagement strategy which seeks to collect and disseminate experiences of racialized policing across New York City communities. This work involves leveraging the voices of people most impacted by racialized policing, particularly those with lived experiences, to understand experiences and impacts of racialized policing and identify approaches to address past, present and future harms. This will include collecting narratives from those impacted by racialized policing to highlight, memorialize and honor the voices of those impacted and affected by these harms.

- **Restorative justice** - designing a procurement process to identify community groups interested in applying for funding to implement restorative justice practices in their work.
- **Recruitment and retention of people of color in clinical professions** - exploring the reasons for the underrepresentation of people of color within these professions and making recommendations on ways to increase representation.
- **Gender-based-violence** - supporting a New York State-wide training and technical assistance (TTA) program through the provision of programmatic, strategic, and/or operational TTA to providers who offer crime victim services. A second project involves understanding and documenting the experiences of justice impacted survivors of gender-based-violence. This work entails partnering with colleagues, city stakeholders and a working group of survivor experts, in soliciting learnings and recommendations from the field and developing recommendations for city government.
- **Education and leadership** - developing materials used to support elected officials and their chiefs of staff who participate in the Lindsay and Kriegel fellowship programs.
- **Criminal legal system reform/community investment** – supporting the early implementation of a community-based social service navigator program focused on services for the unhoused, and supporting communications related to a variety of community investment projects funded by the Manhattan District Attorney’s Office and managed by ISLG.

We are hiring interns to work at ISLG during the summer months. Interns will report to a Program Director or a Senior Policy Associate, and will work on a range of tasks within the projects listed above as well as others not listed here. Interns may work on one or more of the project areas above, as well as other projects. Tasks that the interns *may* be responsible for include:

- Taking notes at focus groups and interviews
- Writing literature reviews and content for ISLG’s fellowship programs and other projects
- Providing coordination support for scheduling focus groups, interviews and other meetings
- Assisting in the preparation of materials for meetings, policy briefs, blogs and other communications
- Other tasks as needed to support ISLG’s work

Other Duties

Qualifications

We would love to hear from you, if you are/have:

- Currently enrolled in a degree program at a CUNY school or graduated from such a program within the last year
- Personal, professional, or academic knowledge of any of the following fields: gender based violence, police reform, peer leadership development, restorative justice, community engagement, youth development, and violence intervention
- 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., June 1 – mid-August)
- Flexibility about projects and workflow
- Passion about equitable state and local policy solutions to pressing social issues
- Experience in participatory action research and/or other community engagement approaches a plus
- Fluency in a language other than English is a plus

ISLG is open to flexibility on the requirements above, but we would expect candidates to fit most of the items described.

How to Apply

To apply you will need to include 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 to all candidates).
2. A cover letter that includes your area(s) of interest, how you hope to contribute to ISLG's mission, and your 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 additional application documents 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 "Summer Student Internship Application." Incomplete application packets will not be considered.

Application review will commence on May 29, 2023 and continue until the positions are filled.