



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

## General Description

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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

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**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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### Qualifications

- 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