About the Office:
The 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. MOCJ works with law enforcement and city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. To ensure effective results, the office draws on various disciplines, such as behavioral economics to “nudge” conduct and machine learning to develop reliable predictive analytics. Examples of MOCJ’s work include:

- **Justice Reboot**, making the system fairer and more efficient by safely driving down the jail population. These reforms include reducing case processing times in the courts and making the summons process easier and more transparent;
- **The Mayor’s Action Plan on Behavioral Health and the Criminal Justice System**, a set of interlocking public health and public safety strategies that aim to reduce the number of people with behavioral health needs cycling through the criminal justice system;
- **The Mayor’s Action Plan for Neighborhood Safety**, a comprehensive initiative to reduce crime and strengthen neighborhoods in and around the 15 New York City Housing Authority developments that account for 20 percent of all violent crime in the City’s public housing; and
- **The Mayor’s Citywide Initiative to Reduce Gun Violence**, a comprehensive, neighborhood-based strategy to prevent gun violence in 14 precincts that account for 51 percent of shootings in New York City.

About the Role:
The Mayor’s Office of Criminal Justice is seeking a highly motivated, detail-oriented program analyst with excellent communication skills for the Domestic Violence Task Force. The Program Analyst, under the supervision of the Associate Counsel in charge of the Domestic Violence Task Force, performs a wide range of analytical, programmatic, and administrative duties, and special projects. This is an exciting entry-level opportunity for someone that is interested in learning the mechanics of City government and the criminal justice system. The candidate must be a highly motivated and detail oriented problem solver that enjoys taking the initiative and working on a team.

The Program Analyst will be responsible for staffing the Domestic Violence team by preparing daily briefing documents, tracking priorities and follow up items, communicating with senior staff, and attending meetings regarding Domestic Violence and the implementation of the recommendations by the Domestic Violence Task Force.

- The Program Analyst will also work with the Associate Counsel for Domestic Violence to manage the projects, coordinate events, and prepare materials as needed.
- The Program Analyst will also be a “jack of all trades”, who will provide support for tasks including: tracking priorities and follow up items, creating briefing memos, summaries and reports, doing “deep dives” into specific research questions, and creating PowerPoints to convey data trends or policy recommendations.
- Keep spreadsheets, management reports, project plans, and worklists updated for the Domestic Violence team.
• Liaise with City Hall’s units as issues arise.
• Work on special projects for the Domestic Violence team, as assigned.

Qualifications:

• Bachelor's degree and an interest in criminal justice, research, and public policy analysis.
• Strong proficiency in Outlooks, Excel and Word, required;
• Strong organizational, analytical, proofreading and writing skills;
• Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and within a fast-paced and team environment, paying close attention to detail, meeting deadlines and working well under pressure;
• Maintaining an enthusiastic work ethic, in addition to possessing excellent interpersonal skills, which includes being able to work well with others in a diverse team/work environment.

Salary: Commensurate with experience.

To Apply: Please submit a resume, cover letter and three (3) references to Candidate Application

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers