



Mayor's Office of Criminal Justice
Senior Writer
Job ID # 16195

About the Office: The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor of the City of New York on criminal justice policy. MOCJ develops and implements strategies, with partners inside and outside government, to reduce crime and incarceration and to promote fairness and legitimacy.

About the Role: Under the direction of the Chief External Strategy Officer, with latitude for independent action and decision-making, the Senior Writer will be responsible for producing an array of written products for internal and external audiences as well as ensuring consistently high editorial standards for all work produced by the Office. Responsibilities include, but are not limited to:

- Manage and maintain high editorial standards for the day-to-day writing and longer-term editorial product of the Mayor's Office of Criminal Justice. This could include writing or editing reports, web content, blog posts, media materials, op-eds, fact sheets, testimony, text for video and podcasts, speeches, proposals and presentations.
- Interact with researchers and program staff to ensure accurate interpretation and translation of research findings and complex legal and policy information into writing that can be easily understood by an array of audiences.
- Manage the executive briefing process, which entails critically thinking about topics, compiling comprehensive issue summaries, and briefing executives.
- Develop and execute a strategic plan to develop written products that raise the Office's profile and creatively and compellingly communicate the approach and effect of the Office's various initiatives.
- Work to maintain high editorial content and standards on projects with outside vendors and consultants.

PREFERRED SKILLS/QUALIFICATIONS:

- A baccalaureate from an accredited college/university and a minimum of three (3) years of full-time professional experience working in a substantial public or private concern, on writing, editing, policy analysis and/or project management. Advanced degree in a relevant field preferred.
- Proven ability to translate complex social science research and recommendations into engaging documents targeted to experts and practitioners, decision makers, journalists, and the public.

- Knowledge of the criminal and juvenile justice systems in New York City and demonstrated capacity to write well on criminal justice topics.
- 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.
- Outstanding written and communication skills, including proven ability to use writing to achieve concrete goals such as high-level policy approval or funding awards.
- Confidence in communicating across a wide variety of platforms, including digital, written, and in-person presentations.
- Effective and creative management skills, which includes leadership ability with the capacity to work both independently and cooperatively to effect key strategies.

Salary: Commensurate with experience.

To Apply: Submit a cover letter, resume and three (3) references to [Candidate Application](#)

New York City Residency within 90 Days of Appointment
The Office of the Mayor/City of New York is an Equal Opportunity Employer