

**NYC OFFICE OF THE MAYOR
MAYOR'S OFFICE OF CRIMINAL JUSTICE**



Position: Project Manager – Diversion and Reintegration

Location: New York, New York

Job Number: 16588

ORGANIZATIONAL PROFILE: 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:

- ["Project Fast Track,"](#) a comprehensive strategy to drive down gun violence in New York City through a targeted, system-wide focus on the limited number of individuals driving gun violence;
- [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;
- [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;
- [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](#); and
- [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;

JOB RESPONSIBILITIES: The Project Manager for Diversion and Reintegration works under the direction of MOCJ's Program Director for Diversion Initiatives. The responsibilities of the Project Manager include but are not limited to:

- Operationalizing, monitoring, and documenting the progress of diversion and reintegration initiatives, including drafting quarterly reports and presenting on progress;
- Working closely with MOCJ's research team to establish the profile of risks and needs of relevant populations;

- Supporting the execution and implementation of MOCJ’s criminal justice contract cataloging project, called “Map the World”;
- Contributing to a strategy of coordination among partners to ensure strategic criminal justice investments, including staffing the Diversion and Reentry Council and its subcommittees;
- Engaging with NYC’s extensive and vibrant network of providers of reentry, ATI, ATD services and supporting regular communication and coordination;
- Maintaining excellent relationships with stakeholder groups, other government agencies, community non-profits, advocates, family members, and justice-involved individuals;
- Representing MOCJ at meetings with community-based, governmental, and business entities, among others;
- Producing reports, policy statements, testimony, and other written and/or oral materials;
- Creating and implementing strategic plans, and developing corresponding documents;
- Developing budgets and plans for securing additional resources;
- Analyzing both qualitative and quantitative information, creating summaries and action plans; and
- Other duties as assigned.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- A Bachelor’s Degree;
- A thorough knowledge of the NYC criminal justice system;
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and with teams in a fast-paced environment, pay close attention to detail, meet deadlines, and work well under pressure;
- Strong oral and written communication skills, including skill at public speaking and the proven ability to present the agency’s position in meetings with high level officials and other governmental and private entities;
- Proven ability to establish and maintain effective working relationships; and
- Effective and creative leadership ability with the capacity to work both independently and cooperatively to implement key strategies.

SALARY: Commensurate with experience

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

New York City Residency Is Required Within 90 Days of Appointment
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