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| Job Title | Project & Communications Associate |
| PVN ID | JJ-2305-005590 |
| Category | Research |
| Location | JOHN JAY COLLEGE OF CRIMINAL JUSTICE |
| Department | Institute for Innovation in Prosecution |
| Status | Full Time |
| Annual Salary | \$57,000.00 - \$63,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Jun 26, 2023 (Or Until Filled) |

General Description

The Institute for Innovation in Prosecution at John Jay College of Criminal Justice (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.

The IIP is seeking a Project and Communications Associate to join our team and play an integral part in our efforts to promote criminal justice reform. In this role, you will support the IIP's various projects, coordinate planning, logistics, and advertising for all IIP events, manage social media accounts and website updates, write newsletters, and assist with outreach to elected prosecutors, law enforcement officials, academics, advocates, and community leaders in the criminal justice field.

Key Responsibilities:

Event Planning:

- Plan and manage all IIP events, both in-person and virtual
- Coordinate all logistics for events, including managing RSVPs, tracking travel bookings, coordinating catering, AV, space reservations, etc.
- Liaise between IIP staff, the Research Foundation at CUNY, and John Jay College on projects and events
- Conduct scheduling and outreach to organizational partners
- Develop and maintain relationships with organizational partners and prosecutors' offices around the country

Administration & Finance:

- Assist in day-to-day office operations
- Manage and reconcile organizational finances and expenses

Communications:

- Design invitations and graphics for IIP events and announcements using Canva
- Work with the Executive Director to develop and execute social media plan
- Increase online engagement and followers on all IIP platforms
- Draft and post content for Twitter, Instagram, Facebook, and website
- Author newsletters for public dissemination
- Monitor media and press to keep IIP team informed of the current state of prosecution and criminal justice reform topics

To apply, please submit the following:

- 1-page resume
- 1-page cover letter that demonstrates your writing skills, explains your interest in the IIP, and describes any relevant personal or professional experience
- Optional: submit graphic design examples and/or example social media plan

Other Duties

Ongoing Projects:

- Research emerging and persistent issues in the field of prosecution and criminal justice more broadly
- Contribute to and support the IIP's ongoing initiatives to support prosecutors and the communities they serve

Qualifications

Required Qualifications:

- Undergraduate degree
- Excellent organizational skills and attention to detail
- Expressed interest in and knowledge of the criminal justice system
- Excellent written and verbal communication skills
- Excellent team player
- Excellent relationship building skills
- Proficiency in Excel
- Able to come in to work in our Manhattan office twice a week and as needed

Preferred Qualifications:

- Event planning experience
- Video and audio editing experience
- Knowledge of the role of the prosecutor, how a prosecutor's office functions, and the prosecution reform movement more generally

Those with personal connections to or experience with the criminal justice system are encouraged to apply.