

**Position:** \_\_\_\_\_ Program Analyst, Crime Strategies \_\_\_\_\_

**Job ID Number:** \_\_\_\_\_ 26282 \_\_\_\_\_

**Location:** \_\_\_\_\_ New York, New York \_\_\_\_\_

**ORGANIZATIONAL PROFILE:**

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.

**JOB RESPONSIBILITIES:**

The Mayor's Office of Criminal Justice is seeking a highly motivated, detail- oriented program analyst with excellent communication skills for its Crime Strategies Unit. The Program Analyst, under the supervision of the Deputy Director for Crime Strategies and the Executive Director for Justice Programs, 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 Program Analyst will assist the Deputy Director and Executive Director implement a range of initiatives aimed at implementing crime control strategies while reducing pre-trial incarceration and increasing fairness for incarcerated defendants. The Program Analyst's job responsibilities will include, but not be limited to the following:

- Being responsible for providing the Crime Strategies Unit staff with day-to-day administrative and analytical support, which may include preparing daily briefing documents, tracking priorities, conducting follow ups, communicating with senior staff, creating briefing memos, summaries and reports, doing "deep dives" into specific research questions, and creating PowerPoints to convey data trends or policy recommendations;
- Working with the Deputy Director, the Executive Director of Justice Operations, and other senior members of the team to manage the projects, coordinate events, and prepare materials as needed;
- Attending meetings in regards to Crime Strategies and Justice Operations;
- Maintaining and updating spreadsheets, management reports, project plans, and worklists for the Domestic Violence team;
- Liaising with City Hall's units as issues arise;
- Assisting in the effective implementation of the Justice Operations Team's initiatives by convening meetings, tracking goals and progress, assisting with developing metrics to measure success, assisting with identifying obstacles to implementation, and working creatively to overcome those challenges;
- Assisting in producing reports, policy statements, analyses, presentations and other materials to support the Justice Operations Team's initiatives;
- Assisting the MOCJ programmatic and research teams to identify new opportunities and respond to emerging issues in a fast-paced environment; and
- Cultivating and maintaining excellent relationships with stakeholder groups including the Courts, District Attorney' Offices, Defense Organizations, and other City agencies such as the Department of Correction.

**PREFERRED SKILLS AND / OR QUALIFICATIONS:**

- B.A. from an accredited college/university with less than 2 years of experience;
- Interest in criminal justice policy and /or of New York City's criminal justice system is preferred;
- 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;
- Robust oral and written communication skills, including the ability to synthesize complex information, and frame policy issues and data in a clear and accessible way;
- The capacity to work both independently and cooperatively to implement key strategies.
- Proficient in Microsoft Office, with strong fluency in Microsoft Word, Excel and PowerPoint

**SALARY:**

Commensurate with experience

**TO APPLY:**

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

**THE CITY OF NEW YORK AND THE OFFICE OF THE MAYOR ARE EQUAL OPPORTUNITY EMPLOYERS  
NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT**

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