

**Position Title:** Program Manager

**Job ID Number:** 26131

**Location:** New York, New York

**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. MOCJ develops and implements strategies to reduce crime and incarceration and to promote fairness and legitimacy. MOCJ works with law enforcement, 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.

MOCJ houses the newly created Office for the Prevention of Hate Crimes (OPHC), which is mandated under Local Law Int. 1234-2018. The mission of OPHC is to coordinate among community-based organizations, NYPD, CCHR, and other agencies on prevention of and responses to hate crime; to plan and implement a coordinated, cooperative citywide response for prevention, education, investigation, prosecution, and impacts on communities from hate crimes; and, to review and prioritize budget requests for all community-based and city agency programs related to hate crimes.

**JOB DESCRIPTION:**

The Program Manager will be responsible for providing project management and programmatic support for the City's OPHC, through project management of the Office's work and the City's related strategies to prevent hate crimes. The ideal candidate will have experience in direct social services and/or criminal justice, community engagement skills and experience, and an entrepreneurial capacity to coordinate the diverse set of constituencies and strategies needed to execute large scale change. Among the tasks the Program Manager will need to execute are:

- Managing ongoing work related to the OPHC, including the organizing of meetings, dissemination of research and policy briefings, documentation of outcomes and input of the Task Force;
- Developing communication materials and strategies to advance the OPHC's goals and report on progress, including web, social and traditional media engagement;
- Organization of opportunities for public engagement and participation in the City's efforts
- Operationalizing, monitoring and tracking the City's strategies towards the prevention of hate crimes, for both internal and external reports on progress and alignment with long-term goals;
- Cultivating and maintaining excellent relationships with stakeholder groups, other government agencies, community non-profits, advocates, family members, and justice-involved individuals;
- Represent MOCJ and the efforts of the OPHC at meetings with community-based, governmental, and business entities, among others; and,
- Administrative support as needed, including contract management, preparation of meeting materials, and other duties as assigned.

## **REQUIREMENTS:**

The successful candidate must have a broad range of skills, but above all, they must be curious, flexible thinkers who love learning new things and tackling challenges on a daily basis. In addition, the preferred candidate should possess the following:

- A BA in relevant field required with a Master's Degree preferred;
- A minimum of three years of full-time professional experience (or 18 years with the Mayor's Office), with at least two years of solid program management experience preferably in a public service, community engagement and communications;
- A thorough knowledge of the NYC criminal justice system is preferred;
- Strong verbal, written and editorial skills; experience writing for internal and external communications vehicles
- Experience working with city and non-profit partners, with community outreach, family engagement, and event planning
- Proven success leading the execution of programs preferably in a city government environment
- 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 interpersonal and leadership skills, including ability to effectively lead and facilitate meetings involving diverse groups of stakeholders;
- Effective oral and written communication skills, including skill at public speaking;
- Proven ability to establish and maintain effective working relationships and 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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