

**NYC OFFICE OF THE MAYOR**  
**Mayor's Office of Criminal Justice | MOCJ****Position Title:** Research Manager, Office for the Prevention of Hate Crimes**Job ID Number:** 26130**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 office is seeking a Research Manager to provide research, evaluation, and operational support on a variety of hate crimes prevention data-driven projects. Responsibilities will include analyzing data from large datasets, conducting literature searches and writing literature reviews, and writing up research results for multiple audiences in partnership with other members of the research team. Candidates for this role should have experience administering surveys on a large scale and recruiting research participants. The Research Manager's responsibilities include, but are not limited to:

- Conduct systematic reviews of program and policy operations with particular emphasis on strategies to prevent hate crimes;
- Identify and integrate critical data elements across multiple systems to facilitate hypothesis generation and testing using big data;
- Provide operational support and assistance in the design, evaluation and implementation of criminal justice data strategies to prevent hate crimes;
- Design data-driven presentations and provide analytic support to develop the Office for the Prevention of Hate Crimes initiatives
- Create decks to explain policy proposals and launch new programs;
- Write and edit a wide array of print and online communications, including technical reports and PowerPoint presentations;
- Manages the collection of data and the administration of a variety of databases related to hate crimes;
- Design and implement data dashboard for ongoing criminal justice system analysis and performance measurement.

**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 Master's degree in a social science discipline or relevant discipline required.
- Two or three years of experience (or 18 Months with MOCJ/City Hall) with relevant research methodologies and a demonstrated interest in criminal justice.
- Proven ability in quantitative and qualitative research methods; experience with surveys on a large scale and recruiting research participants;
- Working knowledge of Microsoft Office, spreadsheets, and statistical packages (e.g. R or SPSS)
- Ability to balance competing priorities, complex situations and tight deadlines; ability to think outside of the box and develop novel strategies for analysis; ability to work independently in a fast-paced environment; ability work comfortably with a wide variety of people at different levels within the organization.
- Excellent written and verbal communication skills, with the ability to present data and research projects.
- Prior experience with administrative datasets and surveys preferred.

**TO APPLY:**

Please send a copy of your resume, a cover letter, a writings sample no more than 3 pages, and three references to [Candidate Application](#)

For additional information, see: <http://www.justice-data.nyc/> and <http://www1.nyc.gov/site/criminaljustice/index.page>

**New York City Residency Is Required Within 90 Days of Appointment.**

**The City of New York and the Office of the Mayor are Equal Opportunity Employers.**

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