

NYC OFFICE OF THE MAYOR

MAYOR'S OFFICE OF CRIMINAL JUSTICE

MAYOR'S ACTION PLAN FOR NEIGHBORHOOD SAFETY



Position: Strategic Design Coordinator, Mayor's Action Plan for Neighborhood Safety

Quantity: One (1)

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. 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. The Mayor's Action Plan for Neighborhood Safety is a comprehensive initiative to reduce crime and strengthen neighborhoods in and around 15 New York City Housing Authority developments that account for 20 percent of all violence crime in the City's public housing.

JOB RESPONSIBILITIES:

The Mayor's Action Plan for Neighborhood Safety (MAP) is seeking a dynamic Strategic Design Coordinator to report to and assist the team in the implementation, monitoring and evaluation of various activities related to the community engagement and culture change strategies of MAP. The Strategic Design Coordinator will provide administrative support and programmatic assistance across a variety of initiatives to reduce crime and engage community-based solutions. The Community Coordinator will assist in monitoring the progress of multiple agencies and community-based organizations; provide technical assistance; organize communities and build networks amongst stakeholder teams to ensure that MAP's initiatives are functioning effectively. The MAP Liaison will work out of the MOCJ offices and be an in-house representative of the John Jay team. This individual will work closely with MOCJ's Executive and Deputy Director of the Mayor's Action Plan for Neighborhood Safety, as well as the Director of Strategic Design Initiatives, to support the evaluation and implementation of MAP.

Under the supervision of MAP Management with some latitude for independent judgement, the Strategic Design Coordinator will assist the MAP team in professional and technical work performing the following tasks:

- Help develop, operationalize, monitor, and document the progress of a multi-agency placemaking strategy that supports neighborhood safety and well-being through access to clean, safe environments that connect residents to healthy play and community building. Strategies range from community driven design, coordination with agencies around

improvement of the built environment, programming partnerships to bring new life to underutilized spaces, and cultivating stewardship to address long standing issues;

- Implement findings from research projects to assist MOCJ in evidence-based approaches to design, stewardship and public safety, while tracking outcomes of MOCJ's work;
- Cultivate and maintain excellent relationships with stakeholder groups, other government agencies, community non-profits, advocates, family members, and justice-involved individuals;
- Represent MOCJ at meetings with community-based, governmental, and business entities, among others;
- Support the management of the work of project consultants including creating mechanisms to monitor project expenditure and timeframes and report information internally/
- Produce meeting minutes, reports, policy statements, testimony, and other written and/or oral materials as requested;
- Support the creation and implementation of strategic plans, and corresponding documents;
- Working closely with MOCJ and MAP Partners to understand and document MAP Partner operations;
- Other duties as assigned.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

The successful candidate must have leadership qualities and should possess the following:

- Two to three years of full-time professional experience ;
- A thorough knowledge of the NYC design, planning, and placemaking landscape;
- Bachelors degree in public policy, urban planning, architecture or related field; Advanced degree in architecture or planning preferred;
- Experience working with NYCHA residents a plus;
- 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;
- Effective and creative leadership ability with the capacity to work both independently and cooperatively to implement key strategies.
- Experience with data management and analysis
- Familiarity with the use of Adobe Creative Suite, Microsoft Word, Excel and Powerpoint.
- Excellent written and verbal communication skills;
- Excellent interpersonal and project management skills.

SALARY: Commensurate with experience

TO APPLY: Submit a cover letter, resume, and three (3) references to cjcsresumes@cityhall.nyc.gov. Please be sure to include “MAP Strategic Design Coordinator” in the subject line.

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