



Crime and Justice Institute at Community Resources for Justice Job Description (8-23-11)

POSITION TITLE:	Criminal Justice Student Assistant / Intern
FLSA DESIGNATION:	Part-Time, Non-Exempt
REPORTS TO:	Project Manager
LOCATION:	Boston, MA
SALARY:	\$10.00 - \$14.00 hourly
HOURS:	15-20 hours a week, immediate start, flexible hours [single semester and full-year terms (academic or calendar year) available]

Overview:

Community Resources for Justice (CRJ) is a Boston-based non-profit organization working in criminal justice, juvenile justice, and social welfare systems. In support of CRJ's mission, its Crime and Justice Institute (CJI) provides nonpartisan consulting, policy analysis, and research services to improve public safety throughout the country. We work with a diverse group of practitioners and policymakers, including corrections officials, police, courts, and political and community leaders. Our primary goal is to make criminal and juvenile justice systems more efficient and cost effective to promote accountability for achieving better results.

CJI's project teams provide technical assistance, analysis and evaluation services to efforts focused on the implementation of evidence-based practices in corrections (parole, probation, institutions, courts) and juvenile justice. These positions will support the work of various project teams to develop and implement initiatives related to criminal and juvenile justice policy and practice.

Candidates must demonstrate strong critical thinking skills, the ability to work independently and efficiently, and excellent writing and analytic skills. Ideal candidates are well-organized and detail-oriented, and can prioritize quickly and confidently. These positions provide significant support in data collection, coding, entry, and analysis for research and evaluation projects, and involve extensive writing assignments, policy analysis, and literature reviews using various research methods. The ability to multi-task in a fast-paced and virtually-based work environment is critical. These positions offer a significant level of responsibility and opportunity for growth to an individual seeking to begin or advance a career in criminal justice, juvenile justice, public policy, and/or program evaluation.

Duties / Responsibilities:

- Conduct research, quantitative and qualitative analysis, and evaluation on legislation, policies, and practices related to people involved in (and transitioning out of) the criminal and juvenile justice systems;
 - Coordinate data collection, coding, entry, and analysis for research / evaluation projects.
 - Assist in producing complex evaluation reports including data analysis, graphics and narratives.
 - Perform literature research/reviews using all available research methods, and summarize findings.

- Assist in survey development, administration, and analysis for a variety of projects.
- Assist with facilitating and documenting group processes, including the conduct of focus groups.
- Coordinate conferences, forums, and meetings (held in-person and virtually) among high-ranking government officials, advocates, policymakers, researchers, and national experts.
- Assist in the development of presentations regarding evidence-based corrections practices to varied audiences, including line staff, mid-managers, executives, and policy makers.
- Assist with administrative functions on projects, including but not limited to: document and materials preparation; scheduling meetings; booking travel; filing and other clerical support for the Associate or Managing Associate primarily responsible for each project.

Knowledge / Skills / Experience Required:

- Proficient skills using Microsoft Office Products: Word, Excel, Power Point, Access, Publisher
- Strong writing, analytical, and critical thinking skills
- Experience with statistics/quantitative data analysis using SPSS or STATA (preferred not required)
- Motivated and independent thinker
- Possess high standards regarding work quality
- Familiarity with current criminal justice research, organizational development and change theory
- Ability to interact with a variety of people, both in-person and virtually, in a professional and collaborative manner
- Ability to present data to large and diverse groups of professionals
- Ability to coordinate and respond to multiple priorities with tight deadlines
- Ability to learn from mistakes and engage in positive change

Education:

Bachelor’s degree preferred; also accept resumes from undergraduate students with at least two years of college completed and experience in the field. Preference will be given to candidates with knowledge and experience in research / program evaluation, corrections policy, and administration.

Application Instructions:

To apply for this position, send cover letter and resume to:

Gabriella Priest
 Community Resources for Justice
 Hiring Manager, Crime and Justice Institute (CJI)
 355 Boylston Street, Boston, MA 02116
 via e-mail to: gpriest@crjustice.org

Projects Needing Intern Assistance:

Charles E. Shannon Community Safety Initiative: Fall River Strategic Approaches to Reduce Gang Engagement

With funding from the Massachusetts Executive Office of Public Safety, CJI is collaborating as the local action research partner with the city of Fall River. CJI staff are working closely with Fall River partners to use data to help guide and assess collaborative efforts to reduce youth gang violence. The project includes gathering and analyzing a variety of data to help refine the problem definition and intervention strategies; providing ongoing feedback to assess progress and guide improvements; and preparing a case study evaluation of the initiative.

The Fall River Strategic Approach to Reduce Gang Engagement (SARGE) is a collaborative group composed of community organizations, city agencies, and local law enforcement dedicated to addressing gang and youth violence in the city of Fall River. Funding is through the Shannon Community Safety Initiative out of the Executive Office of Public Safety and Security.

Utilizing a collaborative and comprehensive approach, the group actively addresses prevention, intervention, and gang suppression strategies to attempt to address all components of gang involvement and youth violence. The collaborative works to develop and implement strategies, programs, and policies that address the reasons why youth join gangs and commit violence and promote a more peaceful community. SARGE uses a youth development approach that focuses on developmental outcomes, such as becoming employable or building intellectual ability; achievement outcomes, such as graduating from high school/GED program or getting a job; and problem-free (prevention) outcomes, such as being alcohol- and drug-free or not engaging in violent behavior. SARGE promotes this approach to the overall community in an effort to emphasize how positive youth outcomes will make Fall River a stronger community; without losing sight of the importance of active gang suppression. For more information on this initiative, please visit: <http://www.cj institute.org/projects/shannon> .

Roca's High Risk Youth Intervention Model - Implementation & Impact Evaluation

CJI is conducting a multi-year implementation and impact evaluation of Roca, Inc.'s High Risk Youth Intervention Model. Roca is an outcomes-driven organization that helps young people to change their behavior and shift the trajectories of their lives. Roca serves very high risk young people in Chelsea, Revere and East Boston, Massachusetts, with the goal of helping these disengaged and disenfranchised young people move out of violence and poverty. The implementation and impact evaluation being conducted by CJI in partnership with Abt Associates is documenting Roca's model and assessing its efficacy in consistently moving high risk young people toward the organization's stated outcomes.

The High Risk Youth Intervention Model is based on cognitive-behavioral intervention to enable young people to move toward the outcomes of economic independence and living out of harm's way. Roca's intervention model is based on a framework for change (the Stages of Change) used in medical and mental health fields and includes:

- Relentless outreach through *transformational relationships* (an intensive case management model)
- *Stage-based programming* toward economic independence (life skills, educational and pre-vocational, and employment programming) and,
- Work with *engaged institutional partners*.

For more information on this initiative, please visit: <http://www.cj institute.org/projects/roca> .

Pew Policy Framework to Strengthen Community Corrections

Pew Charitable Trusts' Center on the States has contracted with CJI to further their work with states interested in adopting sentencing and corrections reform measures consistent with the project's goals, including the Pew Policy Framework to Strengthen Community Corrections. CJI partners with Pew's Public Safety Performance Project (PSP) to help advance in several states the project's goal of fiscally sound, data-driven policies and practices in sentencing and corrections that protect public safety, hold offenders accountable, and control corrections costs. CJI is providing technical assistance in the following areas:

- Arkansas and Kentucky: In collaboration with the Executive and Legislative branches of Government, CJI is working in **Arkansas** and **Kentucky** with Pew and JFA Associates. CJI is providing intensive public and policy-maker education and in-depth research and analysis to support the development of policy options that will reduce unnecessary incarceration and reinvest resources in practices that reduce new offenses.
- South Carolina: After providing analysis and education in **South Carolina** that resulted in sweeping reform legislation, CJI continues to support the Sentencing Reform Commission in ongoing policy development.
- Alabama: In collaboration with Vera Institute of Justice, CJI is providing technical assistance to **Alabama** to develop a model for state-local community corrections partnerships in four pilot sites.
- Oregon: CJI provided research and policy support to the Public Safety Subcommittee of the **Oregon** Governor's Reset Cabinet. The Subcommittee developed policy options to more effectively use Oregon's public safety resources, and CJI provided information on the fiscal, operational, and public safety impact of these options.

For more information on this initiative, please visit: <http://www.cj institute.org/projects/pewframework> .

Coming Home: A Resource Directory for Ex-Offenders Returning to Massachusetts Communities

This online Directory, presented by the Crime and Justice Institute at Community Resources for Justice, and with funding from the Gardiner Howland Shaw Foundation, is a compilation of services available to ex-offenders returning to or living in communities in Greater Boston. The Directory presents important information for ex-offenders, corrections practitioners and policymakers, as well as those with an interest in accessing services for ex-offenders, including their families and friends, volunteers, and other service providers.

The purpose of the Directory is to assist ex-offenders, their families, service providers and local agencies in helping ex-offenders improve their chances of success in the community by connecting them to services important for stability and success. The printed version of the Directory is updated annually and disseminated to state agencies and community based providers assisting ex-offenders in their transition to the community from a period of incarceration. The online directory is updated on a monthly basis and is available at <http://cominghomedirectory.org>. For more information on this initiative, please visit: <http://www.cj institute.org/publications/directory>.