



Crime and Justice Institute at Community Resources for Justice Job Description (10.7.11)

POSITION TITLE: Research Assistant / Project Assistant
FLSA DESIGNATION: Full-Time, Non-Exempt [D1]
REPORTS TO: Project Manager
LOCATION: Boston, MA
SALARY: \$27,500 (\$13.22 hourly) - \$58,000 (\$27.88 hourly)
Closing Date: Open until filled

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, consulting and evaluation services to efforts focused on the implementation of evidence-based practices in corrections (parole, probation, institutions, and courts) and juvenile justice. This position will support the work of various project teams to develop and implement initiatives related to criminal and juvenile justice policy and practice. In addition to project-specific support, the assistant will also work with CJI's Leadership Team on special projects as needed.

Candidates must demonstrate strong organizational skills, and the maturity, superior interpersonal skills, and keen judgment needed to facilitate productive interactions with a variety of professional audiences. The ideal candidate for this position is able to work efficiently, is well-organized and detail-oriented, and can prioritize quickly and confidently. The position requires extensive writing assignments; qualified candidates will have familiarity with current criminal justice research, organizational development and change theory, and exhibit excellent writing and critical thinking / analytic skills as well as comfort with an intensive editing process. Candidates must be able to work independently as well as part of multiple teams. The ability to multi-task in a fast-paced and virtually-based work environment is critical. This position offers a significant level of responsibility and opportunity for growth to an individual seeking to begin or advance a career in criminal justice, public policy, and/or program evaluation. Some travel is required.

Duties / Responsibilities:

- 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.
- Write journal articles and policy reports.

- Assist in survey development, administration, and analysis for a variety of projects.
- Assist with facilitating and documenting group processes, including strategic planning sessions, consensus building processes, and focus groups.
- Coordinate conferences, forums, and meetings (held in-person and virtually) among high-ranking government officials, advocates, policymakers, researchers, and national experts.
- 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;
- Assist in the development and delivery of presentations regarding evidence-based corrections practices to varied audiences, including line staff, mid-managers, executives, and policy makers.
- Research new funding and project opportunities, and assist in writing and compiling grant proposals.
- Assist with overall management of projects, including client relationships, timelines, work plans, billing, budgets, and project reporting requirements.
- Responsible for administrative functions on projects, including maintaining secure research project files (computer and hard copy); scheduling meetings; booking travel; responding to questions from project partners and funding agencies; and clerical support for the Associate or Managing Associate primarily responsible for each project.
- Provide general administrative office support, including ordering supplies; equipment maintenance; travel arrangements; meeting and conference call scheduling; document and materials preparation; information tracking; filing; and other duties as assigned.

Knowledge / Skills / Experience Required:

- Proficient skills using Microsoft Office Products: Word, Excel, Power Point, Access, Publisher
- Strong analytical and critical thinking skills
- Experience with statistics/quantitative data analysis using SPSS and/or STATA
- Strong writing skills
- 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 and deliver trainings and presentations to large and diverse groups of professionals
- Ability to coordinate and respond to multiple priorities with tight deadlines
- Ability to work collaboratively with a team
- Ability to learn from mistakes and engage in positive change
- Willingness and ability to travel, and work flexible hours when needed

Education:

Bachelors degree required. Comparable work experience may be substituted for degree requirement. Preference will be given to candidates with work experience in corrections policy, administration, and research.

Benefits:

Community Resources for Justice offers a full benefits package. For more information on CRJ's benefits package visit <http://www.crjustice.org/benefitsbooklet.pdf>

Application Instructions:

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

Barbara Pierce Parker
Community Resources for Justice
Managing Associate, Crime and Justice Institute (CJI)
355 Boylston Street, Boston, MA 02116
or e-mail to: bpierce@crjustice.org