



## CRIME AND JUSTICE INSTITUTE Position Description

**Position Title:** Institute Coordinator

**Reports to:** CJI Management

**Supervises:** None

**FLSA:** Non-Exempt, Full-Time

**Location:** Boston

**Salary:** \$30's and up DOQ

**Closing Date:** Open until filled

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### Summary

This position provides administrative support to the Crime and Justice Institute (CJI). CJI is a nonprofit agency that provides consulting, nonpartisan policy analysis, and research services to increase public safety in communities 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 and to promote accountability for achieving better results.

### Duties / Responsibilities

- Provide administrative support for CJI including:
  - Developing and maintaining electronic and hardcopy filing systems
  - Managing communication and coordination with on and off-site staff
  - Scheduling and coordinating meetings, events, conference calls, and complex travel arrangements
  - Providing support to senior management and project managers as needed
  - Assisting in document and presentation preparation
  - Tracking and ordering office supplies
  - Taking meeting minutes
  - Writing office correspondence
  - Other duties as assigned

#### Crime and Justice Institute

355 Boylston Street ♦ Boston, MA 02116 ♦ T: (617) 482-2520 ♦ F: (617) 262-8054

[www.cjinitiative.org](http://www.cjinitiative.org)

*Crime and Justice Institute is a division of Community Resources for Justice*

**Special Work Conditions: Knowledge/Skills/Experience Required:**

- Excellent written, verbal, and interpersonal communication skills
- Strong writing ability
- Ability to manage multiple projects and deadlines in a fast-paced environment
- Motivated and independent thinker
- Detail-oriented
- Highly organized
- Problem-solving skills
- Proficiency in Microsoft Office Products: Word, Excel, and Power Point
- Ability to interact with a variety of people from all professions

**Education/Experience Required:**

Advanced education and prior related work experience preferred.

**Benefits**

Community Resources for Justice (CJI's parent organization) offers a full benefit package. For more information on CRJ's benefit package visit

<http://www.crjustice.org/Jobs.html>

**Application Instructions**

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

Institute Coordinator Position  
Crime and Justice Institute  
355 Boylston Street  
Boston, MA 02116

or e-mail to: [cji@crjustice.org](mailto:cji@crjustice.org)

*Community Resources for Justice and the Crime and Justice Institute are firmly committed to a policy of Equal Opportunity and Affirmative Action employment and encourages all qualified individuals to consider applying for open positions.*

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