

**BOARD OF CORRECTION
POLICY & COMMUNICATIONS INTERN**

Agency Title: Policy & Communications Intern (College Credit)	Work Location: 2 Lafayette Street (with periodic time at Rikers Island)
Hours/Shift: Flexible	Number of Positions: 1

About the New York City Board of Correction

The New York City Board of Correction (BOC) is a nine-person, non-judicial oversight board, which regulates, monitors, and inspects the correctional facilities of the City. The Mayor, City Council and presiding justices of the Appellate Division of the Supreme Court for the First and Second Judicial Departments (in joint nomination with the Mayor) appoint its members. The Board’s original appointees began in 1957, making it one of the earliest independent oversight boards of detention settings in the United States. In 1977, the Board’s role was expanded, and it became more independent. The City Charter mandates the Board’s five functions:

- Establish and ensure compliance with minimum standards “for the care, custody, correction, treatment, supervision, and discipline of all persons held or confined under the jurisdiction of the Department of Correction”
- Investigate serious incidents
- Review grievances from people in custody and staff
- Evaluate the performance of the Department of Correction
- Make recommendations on areas of key correctional planning.

The Board established the Minimum Standards on conditions for people in custody in 1979, on mental health care in 1985, and on health care in 1991. In 2007, the Board finished a comprehensive review of the Minimum Standards and adopted a series of amendments. Since 2014, the Board has done rulemaking five times including rules related to the prevention of sexual violence, reporting on serious injuries and, most recently, the elimination of punitive segregation.

With new staff leadership, funding, and Board members, along with increased public attention and significant jail reform efforts underway, the BOC is in a period of growth and change.

Policy & Communications Internship Description

The Board seeks an enthusiastic intern with a passion for jail reform to support the overall mission of the Board of Correction. Under direction of the Director of Policy & Communications, the Policy & Communications Intern will perform confidential administrative work for the Board of Correction, participate in agency communications, and assist with special research projects.

Responsibilities include but are not limited to:

- Produce various confidential reports and documents, including original research, policy analyses, and briefing sheets

- Assist in coordinating the preparation of Board materials in advance of each public meeting
- Research critical issues in correctional and criminal justice reform and policy and prepare briefings
- Create content and perform updates to digital platforms
- Other duties as assigned

Minimum Qualification Requirements:

Pursuing a baccalaureate degree from an accredited college and at least two years of experience in community work or community centered activities in an area related to the duties described above.

Preferred Qualifications:

- Commitment to the mission of the NYC Board of Correction and to excellence in public management.
- Outstanding organizational, time management, and communications skills, both written and verbal.
- Comfort in team-oriented environment based on open, transparent and continual communication, information sharing, and inclusive decision-making.
- Demonstrated experience successfully managing a project, either independently or on a team.
- Demonstrated initiative, analytical and research skills and creativity.
- Professionalism, poise, and excellent judgment.
- Ability to handle confidential and sensitive information in a professional manner with discretion and integrity.
- Proficiency with Microsoft Word, Excel and PowerPoint.
- People with direct experience with the criminal justice system, including former incarceration, are encouraged to apply. Time in correctional or related facility may be substituted for a portion of the required experience, up to a maximum of two years.

TO APPLY:

Please submit a cover letter and resume to Denise Upshaw at dupshaw@boc.nyc.gov by January 31, 2023.

The City of New York and the Board of Correction is an equal opportunity employer and committed to diversity. Submission of an application does not guarantee an interview. Only candidates under consideration will be contacted. Candidates who are contacted will be asked to complete an initial phone interview. Candidates who are subsequently called for an in-person interview will be required to submit a writing sample and complete a brief writing and analysis assignment.