

The Correctional Association of New York
135 East 15th Street
New York, NY 10003

Position Open: Women in Prison Project Associate Director

The Correctional Association of New York (CA) seeks an experienced and committed individual to help lead its **Women in Prison Project**. The CA was formed in 1844 by citizens concerned about prison conditions and the lack of services for people returning to their communities after incarceration. In 1846, the New York State Legislature granted the CA authority to inspect prisons and report its findings. Created in 1991, the Women in Prison Project carries out the CA's monitoring work in correctional facilities that house women in New York State. The Project also coordinates the Coalition for Women Prisoners, a statewide alliance of more than 1,000 people committed to making the criminal justice system more responsive to the needs and rights of women, and runs ReConnect, a leadership program for formerly incarcerated women.

Through prison monitoring, research and policy analysis, report writing, policy and legislative advocacy, leadership training, coalition building, community organizing, and public education, the Women in Prison Project works to stop the misuse of incarceration as a response to the social ills that drive crime, to make sure that prison conditions for women are humane and just, and to create a criminal justice system that addresses women's specific needs and that treats people and their families with fairness, dignity, and respect.

Responsibilities

The Associate Director of the Women in Prison Project will report to the Project Director and will be responsible for helping to supervise and carry out the Women in Prison Project's policy, coalition, and legislative advocacy work. Among other duties, the Associate Director will: oversee the operations of the Coalition for Women Prisoners and its Committees, including the coordination of the Coalition's advocacy days and community events; help supervise the Project's Associate, Outreach Coordinator, and interns; develop and carry out advocacy strategies, research criminal justice policies and legislation; prepare policy reports, policy materials, and other public education literature; help draft legislation; conduct outreach to and meet with legislators and other government officials; participate in monitoring visits to women's correctional facilities; assist with fundraising efforts for the Project; manage the Project's media and distribution databases; and, assist with various administrative duties.

Qualifications

Candidates must have excellent research, writing and organizational skills; excellent computer skills, including working knowledge of Microsoft Access; and solid public speaking skills. Candidates must also be detail-oriented, have the ability to relate to people of diverse backgrounds, and have a strong commitment to social justice and women's rights. Knowledge of the criminal justice system and women's issues, experience with supervising staff, and experience with advocating for criminal justice policy reform are strongly preferred.

Compensation

Compensation including salary commensurate with experience plus excellent benefits.

Application Process

Please send a cover letter, resume, and a writing sample, preferably one related to criminal justice issues, to:

Attn: Associate Director Application
Tamar Kraft-Stolar
Women in Prison Project Director
Correctional Association of New York
135 East 15th Street
New York, NY 10003

or email to: tkstolar@correctionalassociation.org. Applications will be accepted until February. If you submit the application after February 8, please email it or send to: 2090 Adam Clayton Powell Blvd, Suite 200A, NY NY 10027.

We will not review applications submitted without an appropriate writing sample. Please do not call. Thank you.

Women and people of color are strongly encouraged to apply.

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