

THE CORRECTIONAL ASSOCIATION OF NEW YORK

Position Available: Prison Visiting Project Associate

The Project

The Correctional Association (CA) seeks a committed professional to work as a Prison Visiting Project Associate. In 1846, the New York State Legislature granted the CA authority to visit all of New York's 70 prisons confining 61,600 individuals and to report its findings and recommendations for improvements to policymakers and the public. This special legislative mandate -- only one other private organization in the country has anything similar -- enables us to observe first-hand problems 'inside the walls.' The Prison Visiting Project engages in the following key activities: conducting monitoring visits to individual facilities and performing follow-up to improve conditions; conducting in-depth research on system-wide corrections issues and publishing reports of findings and recommendations; working with legislators and corrections officials to develop more humane and constructive prison policies; and educating the public about prison conditions, the high cost of incarceration and the need for alternatives. Current in-depth projects include analysis of violence and abuse, substance abuse treatment, and health and mental health services in prison.

Responsibilities

The Project Associate will assist the Project Director with the following duties:

- Organizing and conducting prison visits, including interviewing inmates and prison staff; making logistical preparations, preparing materials for use on the visits, training visitors and creating survey instruments
- Writing detailed follow-up letters, issue-specific reports, publicity materials and correspondence with inmates, board members and public officials;
- Conducting research on specific topics, including reading relevant literature and analyzing data;
- Conducting legislative advocacy with state legislators;
- Publicizing the Project's findings through written materials, public speaking engagements and outreach to the media and advocacy groups;
- Engaging in fundraising activities, including writing grant proposals in support of the Project's efforts;
- Working with community groups, advocacy coalitions and formerly incarcerated people to advocate for reforms to the criminal justice system; and
- Supervising interns and volunteers.

Qualifications

The Prison Visiting Project Associate should be able to conduct research and to write clearly and concisely. She or he should be well-organized with a proven ability to perform follow-up tasks and have excellent computer skills. The successful candidate should be able to communicate and work effectively with different kinds of people in a variety of situations. Experience in prison-related issues and the ability to speak Spanish are desired. People of color are strongly encouraged to apply.

Compensation

Compensation includes a starting salary commensurate with experience plus excellent benefits.

Persons interested in applying for this position should send a résumé and writing samples to:

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The Correctional Association is an equal opportunity/affirmative action employer.