



Arizona Criminal Justice Commission

DRUG, GANG and VIOLENT CRIME CONTROL PROGRAM 2018 FALL INTERN PROJECT

About Agency:

The Arizona Criminal Justice Commission is responsible for granting millions in federal and state dollars for the purpose of combating and preventing drug, gang and violent crime. The annual Enhanced Drug and Gang Enforcement (EDGE) report assists the Commission and other stakeholders in determining whether grant-funded efforts are meeting the established goals and objectives of the Drug, Gang and Violent Crime Control (DGVCC) program. The report may also be utilized as a tool in guiding future funding priorities and informing decision makers at the federal, state and local levels as to the effectiveness of the program. The DGVCC Strategy presents the scope of the problem, background on current grant programming, the strategic direction for allocation of resources for the 2020-2023 period, and the program evaluation plan.

About Internship Project:

The project involves working with ACJC staff to assist in researching and preparing two reports: The [2018 EDGE Report](#) and the [DGVCC 2020-2023 Strategy](#).

Duties:

- Perform data quality assurance checks and interact with the database and report submissions in reviewing and collating data
- Work with grantees for verification and/or correction of data anomalies
- Write, review, and edit report with ACJC staff assistance
- Prepare tables and graphs in presenting activity and benchmark performance data
- Research, present findings, and prepare information on criminal justice field for strategy

Qualities:

- Strong written communication skills
- Detail-oriented with excellent time management skills
- Ability to learn quickly and efficiently
- Proficiency in MS Word and Excel
- Ability to work in a team environment

How to Apply:

Submit your resume to Wendy K. Dolan, Human Resources Manager, wdolan@azcjc.gov

BY: April 23rd, 2018

For More Information Visit:

<http://www.azcjc.gov/resources>

