

THE COUNCIL OF STATE GOVERNMENTS JUSTICE CENTER

The Justice Center is a national nonprofit organization that provides practical, nonpartisan advice and consensus-driven strategies, informed by available evidence, to increase public safety and strengthen communities. In general, the Justice Center works closely with legislative leaders, judges, prosecutors, defense attorneys, victim advocates, and others to develop consensus on various, often highly politicized, criminal justice issues and to translate this consensus into comprehensive reports, policy briefs, state and federal legislation, model policies, and innovative programs. The Justice Center not only develops written and web-based materials, but also provides on-the-ground technical assistance to cross-systems policymakers and practitioners from multiple systems (corrections, mental health, housing, etc.), in state and local jurisdictions. *For more information about the Reentry Program at the Justice Center please see <http://reentrypolicy.org/>*

Posting: Policy Analyst (Reentry)

Job Title: Policy Analyst

FLSA Status: Exempt

Department: Justice Center (Reentry)

Type of Position: Full-time, Regular

Reports To: Program Director

Reporting to This Position: NA

Location: New York, NY or Bethesda, MD

JOB SUMMARY

The Policy Analyst will be responsible for: analyzing relevant legislation, administrative policy, and research; coordinating a team of expert consultants providing on-site, intensive technical assistance; developing legislative and administrative policy options; and coordinating and participating in politically sensitive meetings with high-ranking local, state, and federal officials, advocates, and other experts across the country. The Policy Analyst works with a small team and will report to the Program Director for the Reentry Program. This position offers a significant level of responsibility and opportunity for growth to an individual seeking to advance a career in criminal justice policy.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop written products, including policy briefs, research memos, and presentations that concisely and clearly describe complex analyses and policy options to policymakers;
- Collaborate with senior staff to develop long range strategies to guide the Justice Center's Reentry work;
- Participate in technical assistance delivery, initially by supporting senior staff and/or consultants in coordinating, attending, and documenting site visits in jurisdictions across the country and eventually by leading technical assistance site visits;
- Monitor timelines, budgets, and deliverables to ensure that responsibilities to funders are met in assigned project areas;
- Research new funding opportunities and writing grant proposals;
- Contribute to the development of Justice Center website content and strategize with staff and technical consultant on ways of using the web to promote policy goals;

- Plan and participate in policy-focused meetings of high-ranking government officials, advocates, and national experts;
- Identify and engage new contacts in the field to serve as formal or informal project consultants or partners;
- Ensure that senior staff and, where applicable, Justice Center colleagues, consultants, or funders are aware of relevant project developments and that other work in the field is leveraged for the advancement of project goals;
- Supervise program assistants where appropriate;
- Participate actively in staff discussions and strategic planning meetings;
- Develop/expand a knowledge base on criminal justice system dynamics, prison population projections, and probation, parole, and corrections best practices.

SKILLS & ABILITIES

- Excellent research, writing, and editing skills and an analytical mind;
- Strong oral communication skills, including the ability to effectively distill and present complex information in a concise way;
- Excellent interpersonal skills, including maturity, an ability to work independently and in a team setting, and a sense of humor;
- Efficient, organized work style and an ability to prioritize quickly and confidently and manage multiple deadlines;
- Willingness to travel, occasionally several times per month;

EXPERIENCE REQUIREMENTS

- At least four years of work experience, ideally, in the field of criminal justice or policy analysis; some preference for experience working with legislatures; and

EDUCATION REQUIREMENTS

- A college degree (required) and a graduate degree in a related field, such as law or public policy (preferred).

PHYSICAL REQUIREMENTS ESSENTIAL TO PERFORM THE DUTIES OF THE JOB

- Frequently communicates with internal and external coworkers and customers.
- Frequently views the computer to create policy briefs, memos and presentations.
- Frequently remains in a sitting position to perform desk duties.
- Frequently uses the computer with fingers and hands.
- Frequently works in a well lit, tempered room.
- Occasionally walks throughout office to communicate to coworkers.
- Seldom lifts objects such as with weight up to 25 pounds such as files or paper boxes.

APPLICATION INSTRUCTIONS:

Interested individuals should upload the following elements to
<https://secured.csg.org/csg/jobs>

1. Cover letter
2. Resume
3. One or two writing samples (preferably no more than three pages)
4. Names and contact information for references (at least three)

Incomplete applications will not be considered.

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