

Council of State Governments-Justice Center Policy Associate-Courts Program

Location: New York, NY

Contact: Courts Program Director

Application Deadline: Open until filled

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.

The Courts Program at the Justice Center works with court-based practitioners and policymakers focused on the judiciary across the Justice Center's different topic areas. Current projects include the development of training materials for judges on how mental illness impacts the criminal justice system, training and technical assistance to courts-based planning and implementation projects at local and state-levels, and analysis of different types of court-ordered financial obligations. Like all Justice Center staff, the Courts Program staff are expected to be enthusiastic about learning and working in new specific sub-topics and media within this content area.

The Policy Associate will work with a small team and will report to the Courts Program Director in the Justice Center's National Initiatives Division. This position offers responsibility and opportunity for growth to an individual seeking to advance a career in criminal justice policy. The Policy Associate will work with a wide range of stakeholders focused on the courts, particularly in the areas of mental health and reentry. The Policy Associate will support the work of the Program Director and Policy Analysts and be responsible for discrete aspects of different courts projects. The Policy Associate's responsibilities generally include interacting with policymakers and practitioners to effectively deliver training and technical assistance; developing legislative and administrative policy options based on analysis of local/state criminal justice and behavioral health data; developing written products that concisely and clearly describe complex analyses and policy options to policymakers; 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 Associate position may also involve researching new funding opportunities, grant proposal writing, and collaborating with senior staff to develop long-range strategies to guide the Justice Center's courts work. Policy

Associates are expected to be able to work quickly and proficiently in writing, analysis, and generation of presentation materials and to be developing presentation skills.

POLICY ASSOCIATE DUTIES:

Specific responsibilities of the policy associate include, but are not limited to, the following:

- Assisting senior staff to develop a range of written products, including policy guides, trainings, and web-based materials;
- Participating 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;
- Monitoring timelines, budgets, and deliverables to ensure that responsibilities to funders are met in assigned project areas;
- Contributing to the development of Justice Center website content and strategizing with staff and technical consultant on ways of using the web to promote policy goals;
- Planning and participating in policy-focused meetings of high-ranking government officials, advocates, and national experts, initially by developing agendas, providing support for senior policy staff, and describing agreements reached and eventually by leading such meetings;
- Identifying and engaging new contacts in the field to serve as formal or informal project consultants or partners;
- Ensuring 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;
- Participating actively in staff discussions and strategic planning meetings;
- Developing a knowledge base in the policy associate's area(s) of policy work.

POLICY ASSOCIATE REQUIREMENTS

- Strong attention to detail and organizational skills
- Excellent analytical skills, research, writing, and editing skills;
- 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;
- At least two years of work experience, ideally, in the field of criminal justice or policy analysis or consulting
- A college degree (required) and a graduate degree in a related field, such as public policy, law, criminology, behavioral health, or education (preferred) or commensurate work experience.

SALARY RANGE:

Salary is commensurate with experience, and includes a generous benefits package.

DEADLINE:

Open until filled

HOW TO APPLY:

Interested individuals must submit the following materials to <https://secured.csg.org/csg/jobs>:

1. Cover letter
2. Résumé
3. Writing sample (Preference for non-legal memoranda)
4. Names and contact information for references (at least two).

Applicants who do not submit all of these materials will not be considered.

CSG is an Affirmative Action/Equal Employment Opportunity Employer