

**The Council of State Governments
Justice Center
JOB DESCRIPTION**

TITLE: Program Associate-Government Affairs
REPORTS TO: Deputy Director, Justice Center
UNIT/TEAM: Bethesda/DC

The Council of State Governments (CSG) is a national, state-funded organization with a Governing Board representing all branches of state government from all 50 states, U.S. Territories and Commonwealths. Established in 1933, CSG provides a forum for new ideas, promotes innovations transfer, advocates multi-state problem solving, provides leadership training and technical assistance, and forecasts future state trends affecting policymaking.

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 policymakers and practitioners from multiple systems (corrections, mental health, housing, etc.), in state and local jurisdictions.

KEY RESPONSIBILITIES

- Assisting senior staff to develop a range of written products, including policy guides, trainings, and web-based materials;
- Monitoring timelines, budgets, and deliverables to ensure that responsibilities to funders are met in assigned Program 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 program consultants or partners;
- Ensuring that senior staff and, where applicable, Justice Center colleagues, consultants, or funders are aware of relevant program developments and that other work in the field is leveraged for the advancement of program goals;
- Participating actively in staff discussions and strategic planning meetings;
- Developing a knowledge base in the research associate's area(s) of policy work.

IDEAL EXPERIENCE

Bachelor's degree (required) and/or a graduate degree in a related field, such as law or public policy (preferred).

PERSONAL CHARACTERISTICS

- Personally committed to advancing the Criminal Justice Programs' values, mission, goals and programs, with an understanding of a range of criminal justice issues and their implications;

- 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;
- willingness to travel, occasionally several times per month;
- at least two years of work experience, ideally, in the field of criminal justice, mental health, or policy analysis;

CONTACT:

Interested individuals should upload a cover letter and resume to <https://secured.csg.org/csg/jobs>

The Justice Center values diversity and is proud to be an equal opportunity employer