

THE COUNCIL OF STATE GOVERNMENTS JUSTICE CENTER

The Council of State Governments Justice Center (CSG 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 CSG 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 CSG 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.

Posting: Program Associate, Government Affairs

Job Title: Program Associate

FLSA Status: Exempt

Department: CSG Justice Center, Government Affairs

Type of Position: Full-time, Regular

Reports To: Division Director, Government Affairs

Reporting to This Position: N/A

Location: Washington, D.C.

JOB SUMMARY

The Program Associate would work under the Division Director to assist senior staff in all aspects of federal government affairs activities and priorities, including both authorization and appropriations work. The coordinator will also track legislative actions relevant to CSG Justice Center priorities, including hearings, markups, and the introduction or passage of legislation for criminal justice programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

Under the direction of the Division Director, specific responsibilities of the operations coordinator include, but are not limited to, the following:

- Organize and manage logistical tasks for congressional staff briefings, hill visits by CSG board members and other VIPs or experts, and other key congressional events;
- Work with CSG Justice Center staff, congressional champions, and other experts and stakeholders to draft and advance legislation in support of CSG Justice Center priorities;
- Work with CSG Justice Center government affairs staff to keep House and Senate offices informed of the release of new CSG Justice Center reports or other products. Identify potential new congressional champions of key prison reentry and mental health priorities;
- Work with CSG Justice Center government affairs staff to keep CSG Justice Center board members, staff, funders and partners, and criminal justice stakeholders informed of new legislative or governmental developments relevant to CSG Justice Center priorities;
- Assist senior staff to develop a range of written products, including policy guides, trainings, and web-based materials;
- Monitor timelines, budgets, and deliverables to ensure that responsibilities to funders are met in assigned Program areas;

- Contribute to the development of CSG 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, initially by developing agendas, providing support for senior policy staff, and describing agreements reached and eventually by leading such meetings;
- Identify and engage new contacts in the field to serve as formal or informal program consultants or partners;
- Ensure that senior staff and, where applicable, CSG 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;
- Participate actively in staff discussions and strategic planning meetings;
- Develop a knowledge base in the research associate's area(s) of policy work.

SKILLS & ABILITIES

- 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;
- Ability to identify problems and disseminate solutions;
- Strong oral communication skills, including the ability to effectively distill and present complex information in a concise way, in front of policymakers and practitioners;
- Ability to juggle multiple projects in an efficient manner;
- Attention for detail, both with written products as well as project management;
- 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;
- Ability and willingness to travel.

EXPERIENCE REQUIREMENTS

At least two years of work experience, ideally in a congressional office or in the field of legislative policy or government affairs. Experience with criminal justice policy desirable.

EDUCATION REQUIREMENTS

A college degree (required), a Master's in Public Administration (MPA) or Master's Public Policy (MPP) (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 files or paper boxes, with weight up to 25 pounds.

APPLICATION INSTRUCTIONS:

Interested individuals should upload the following elements (in pdf format) to:

<https://secured.csg.org/csg/jobs>

1. Cover letter
2. Resume
3. Names and contact information for references (at least two)

Incomplete applications will not be considered.

CSG is an Affirmative Action/Equal Employment Opportunity Employer

CSG participates in E-Verify