

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.

Posting: Program Associate, Justice Reinvestment

Job Title: Program Associate, Justice Reinvestment

FLSA Status: Exempt

Department: Justice Center, State Initiatives

Type of Position: Full-time, Regular

Reports To: Program Director, State Initiatives

Reporting to This Position: N/A

Location: New York, NY or Seattle, WA

JOB SUMMARY

The program associate will be responsible for working with policy analysts to develop in-depth analysis of relevant administrative policy, programmatic design and implementation, research, and legislation; supporting project teams of staff experts conducting on-site, intensive technical assistance or data collection in state and local jurisdictions; supporting the development of 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 program associate works on multiple projects across the Justice Center on an issue or set of issues in which he or she has advanced knowledge. This position offers a significant level of responsibility and opportunity to an individual with an established career in criminal justice policy—or health, behavioral health, or other social policy and an interest in criminal justice issues.

ESSENTIAL DUTIES & RESPONSIBILITIES

Specific responsibilities of the program 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 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.

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 two years of work experience, ideally, in the field of criminal justice or policy analysis; some preference for experience working with legislatures.

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 (in pdf format) to:
<https://secured.csg.org/csg/jobs>

1. Cover letter
2. Resume
3. One or two writing samples (preferable no more than three pages)
4. 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