

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.

Law Enforcement Initiatives work in support of all three of the CSG Justice Center practice areas, and the focus of this team is to provide policy recommendations, technical assistance, and project management for all law enforcement related efforts in the Center.

Posting: Program Associate (Law Enforcement)

Job Title: Program Associate

FLSA Status: Exempt

Department: Justice Center (Law Enforcement)

Type of Position: Full-time, Regular

Reports To: Division Director, Local Government Initiatives

Reporting to This Position: NA

Location: Bethesda, MD

JOB SUMMARY

The Program Associate will be responsible for: managing projects, focusing on analyzing relevant policy, and research; supporting the coordination of staff and expert consultants providing on-site, intensive technical assistance; and developing administrative policy options. The Program Associate works with a small team and reports to the Division Director for Local Government Initiatives. 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

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

- Assist senior staff develop a range of written products, including policy guides, trainings, and web-based materials;
- 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;
- Contribute to the development of CSG Justice Center website content and strategizing 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 project consultants or partners;
- Ensure that senior staff and, where applicable, CSG 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;
- Participate actively in staff discussions and strategic planning meetings;
- Develop a knowledge base in the program associate's area(s) of policy work.

SKILLS & ABILITIES

- 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.

EXPERIENCE REQUIREMENTS

At least two years of work experience, ideally, in the field of criminal justice, law enforcement/public safety, mental health or policy analysis.

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 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. One or two writing samples (preferably 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