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 Director, Juvenile Justice

**Job Title:** Program Director, Juvenile Justice  
**Department:** Justice Center, National Initiatives  
**FLSA Status:** Exempt  
**Type of Position:** Full-time, Regular  
**Reports To:** Division Director, National Initiatives  
**Reporting to This Position:** N/A  
**Location:** New York, NY

### JOB SUMMARY

Reporting to the National Initiatives Division Director of the CSG Justice Center, the Director of the Juvenile Justice Program will establish the policy framework and lead all active initiatives related to the Justice Center’s ongoing juvenile justice work. To achieve this goal, the Program Director will cultivate a network of legislators, consultants, researchers, analysts, scholars, practitioners and policy makers, to further the Juvenile Justice Program’s goals and raise the level of public awareness of the juvenile work done by the Justice Center.

The Program Director will help chart the program’s future strategic growth and manage its day-to-day operations.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Help shape and articulate the CSG Justice Center’s long-range juvenile justice policy agenda, including specific initiatives and useful products that can become signature pieces for the program;
- Stay abreast of emerging trends within the juvenile justice field; continue to convene forums, encourage dialogue and commission research which frames and explores new critical issues relevant to the juvenile justice field; build consensus and support relating to those issues both within and outside of the Justice Center;
- Further effective communication about the Justice Center’s juvenile justice initiatives, most often facilitating the involvement of the Justice Center’s varied constituency with the media, but as appropriate, personally serving as a spokesperson;
- Assure that the work of the Juvenile Justice Program is truly national in scope, working across race, class, ethnic and geographic boundaries;
Motivate and maintain a high performance team; recruit new staff as appropriate, assure effective training/development of present and new staff, and manage staff workload and evaluate performance;

Review and assess overall program capacity and efficiency including; structure, operations, financial and technological systems;

Help assure effective internal communications systems; encourage cooperation and cross-fertilization between Justice Center departments.

**SKILLS & ABILITIES**

- Demonstrated success working in the juvenile justice policy arena across policy formulation, analysis, advocacy, and research;
- Excellent analytical skills and knowledge of current trends, principal theories, leading thinkers and major concerns in the juvenile justice field;
- Solid management skills; an ability to plan, organize and follow through with staff; experience administering budgets and assessing organizational capacity;
- Demonstrated success in project and grants management, including maintaining and cultivating relationships with funders, designing technical assistance / educational programming and the evaluation of technical assistance activities;
- Strong written and oral communications skills, including the means to address issues in nonpartisan and non-polarizing ways;
- A record of success in working collaboratively with a team of diverse, strong, influential people to achieve common goals;
- A demonstrated ability to work effectively with policy makers, scholars, community leaders, and the media;
- Personally committed to advancing the Justice Center’s values, mission, goals and programs, with an understanding of a range of criminal and juvenile justice issues and their implications;
- A strategic thinker who can translate vision into action;
- Able to function effectively without an ideological stance;
- A negotiator who is open and responsive to the ideas of others; able to build consensus from disparate viewpoints;
- Creative, resourceful and politically astute; someone who understands the value of creating partnerships as a way of accomplishing goals;
- Outgoing and straightforward; one who shares information easily; listens as well as gives advice; respects the abilities of others;
- Well-organized, clear-thinking, energetic and decisive; able to handle and prioritize multiple activities and responsibilities;
- Emotionally mature and self-confident, with a sense of humor and ability to maintain balance and perspective.

**EXPERIENCE REQUIREMENTS**

- At minimum, 5 – 7 years of program management experience, ideally within the criminal justice field
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 three)

Incomplete applications will not be considered.

CSG is an Affirmative Action/Equal Employment Opportunity Employer

CSG participates in E-Verify