

**THE COUNCIL OF STATE GOVERNMENTS  
JUSTICE CENTER**

**Position Description**

**TITLE:** Project Assistant  
**REPORTS TO:** Director, CSG Justice Center  
**UNIT/TEAM:** Justice Center, New York, NY

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 translates 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.

The Justice Center is looking for a motivated, self-sufficient, enthusiastic and creative professional to assist the Director.

**DUTIES**

Specific responsibilities of the Project Assistant include but are not limited to:

- Performing significant research on complex issues, including relevant legislation, policy, and programs, and synthesizing the analysis in clear, concise writing;
- Preparing reports, briefs, memos, talking points, on various criminal justice issues that will be submitted to the policymakers, practitioners, the media, the criminal justice field, and Justice Center colleagues;
- Designing Microsoft PowerPoint presentations that translate report findings and other CSG Justice Center publications and materials into simple, visually appealing, and easy-to-understand illustrations for diverse audiences;
- Ensuring that senior staff and, where applicable, 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;
- Actively supporting the 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; and

- Developing a knowledge base in the project assistant's area(s) of policy work with room for exploring additional issue areas within criminal justice.

The project assistant will report directly to the Director of the CSG Justice Center. In doing so, he/she will support the director in preparing for meetings and following up on action items that these meetings generate. These meetings will cover all aspects of the Justice Center, so the topics covered will address a wide range of issues.

**Requirements:**

The ideal candidate should have some or all of the following qualifications:

- 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, in front of policymakers and practitioners;

Aability to juggle multiple projects in an efficient manner;

- Familiarity with Microsoft PowerPoint and high level of comfort working in this medium;
- 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;
- Minimum one year of work experience, ideally, in the field of criminal justice, involving policy analysis;
- Experience in state government, including exposure to the legislative process and opportunities interact with elected officials and policymakers, is desirable; and
- Bachelor's degree (required) in a related field, such as criminal justice, political science, sociology, or public policy (preferred).

- **SALARY RANGE:**

- Salary is commensurate with experience, and includes a generous benefits package.

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- **DEADLINE:**

- Open until filled

- **HOW TO APPLY:**

Interested individuals must submit the following materials to <https://secured.csg.org/csg/jobs>:

- Cover letter
- Résumé
- Writing sample (preferably no more than three pages)
- Names and contact information for references (at least two).
- **Applicants who do not submit all of these materials will not be considered.**

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