

**THE COUNCIL OF STATE GOVERNMENTS
JUSTICE CENTER
Position Announcement**

TITLE: Project Assistant
GRADE: 4
REPORTS TO: Project Director
GROUP: Justice Reinvestment
UNIT/TEAM: Seattle

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.

For more information about the Justice Reinvestment Program at the Justice Center please see (<http://www.justicereinvestment.org/>)

DUTIES:

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

- Actively supporting the Justice Reinvestment team in planning and preparing for policy-focused meetings of government officials, advocates, and national experts, by assisting with scheduling, travel arrangements, agenda-development, and background research. This may include direct communication with high-ranking state officials and/or their assistants;
- Assisting the Project Director with compiling and drafting reports and updates to funders that detail the Justice Reinvestment team's progress and activities.
- Performing research on complex issues, including relevant legislation, policy, and programs, and synthesizing the analysis in clear, concise writing;
- Assisting in the preparation and editing of reports, briefs, memos, talking points, and op-eds on various criminal justice issues that will be submitted to the policymakers, practitioners, the media, the criminal justice field, and Justice Center colleagues;
- Creating and updating web content (e.g. weekly features, updating resources pages);
- Provide general administrative support to the Justice Reinvestment office staff.

The project assistant would work under the direction of the Justice Reinvestment Project Director in close coordination with other staff on the Justice Reinvestment team, but could be tasked to work across a range of policy-related projects.

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 and the ability to demonstrate sensitivity and tact;
- ability to juggle multiple projects in an efficient and accurate manner;
- attention to 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;
- at least one year of work experience in an office setting;
- a college degree, preferably in a related field, such as criminal justice, political science, sociology, or public policy;
- occasional travel will be required.

SALARY RANGE:

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

DEADLINE:

Open until filled

HOW TO APPLY:

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

1. Cover letter
2. Résumé
3. Writing Sample
4. Names and contact information for references (at least two).

Applicants who do not submit all of these materials will not be considered.