

## Position Vacancy Announcement

### Policy Analyst or Policy Counsel – Civil Justice

The Council for Court Excellence (CCE) seeks a dynamic *Policy Analyst* or *Policy Counsel* to develop, manage, and implement CCE's Civil Justice initiatives. CCE's mission is to enhance the justice system in the District of Columbia to serve the public equitably, and works in four programmatic areas – Civil Justice, Criminal Justice, Youth Justice, and Justice Education.

The *Policy Analyst* or *Policy Counsel* will provide strategic leadership through coalition and committee support, project design and management, legal and policy research, data analysis, publication drafting, policy platform building, and/or advocacy. They will work closely with CCE staff, Board directors, committee members, directly-affected members of the community, and other justice system stakeholders to develop policy solutions that will improve the fairness and performance of D.C.'s legal systems.

The ideal candidate is a skillful leader who has bold and ambitious ideas for reforming and transforming the justice system, and the patience to build consensus around and develop plans to implement those ideas. The ideal candidate will be a quick learner, highly-organized, a clear communicator, a great facilitator (including virtually), and experienced with coordinating groups or committees towards a common goal. The ideal candidate has knowledge of or experience in D.C.'s local courts or justice system. The ideal candidate is an excellent writer (of both long-form policy reports and rapid-response communications) and has a good sense of humor.

#### **Duties and Responsibilities:**

As the staff leader – both substantively and administratively – for all of CCE's Civil Justice and courts-focused work, they will be expected to:

- Identify new research, policy, advocacy, and education initiatives based on community needs, research, data analysis, coalition participation, and communication with relevant stakeholders.
- Develop plans to turn initiative ideas into Civil Justice committee projects with specific activities and/or deliverables.
- Provide staff support for the Civil Justice committee by working with committee leaders to set priorities and agendas, schedule and manage all committee communications and meetings, and recruit volunteers to join the committee or work on special projects.
- Conduct legal or policy research and support qualitative data collection, like interviews, court-watching or FOIA requests (*Counsel*); and/or designing and conducting research, including surveys and case studies, analyzing quantitative data, and creating summaries or visualizations of those analyses (*Analyst*).
- Lead the development, drafting, and editing of all written content related to committee or project responsibilities (e.g. published reports and guides, educational materials for a variety of audiences, annual reports, sections of grant proposals or reports, committee listserv communications, annual reports, talking points, newsletters, etc.).
- Engage directly with policymakers and their staff to share CCE's research findings or policy positions. This may include participating in meetings, leading briefings, drafting and/or presenting testimony and public comment on relevant issues to the D.C. Council and various agencies.
- Educate D.C. residents on aspects of the justice system that impact their lives and build support for systems change.

## Qualifications:

- *Policy Analyst* candidates should have either an advanced degree with at least two years of professional experience in research and/or data analysis – or – a bachelor’s degree with at least four years of professional experience conducting justice-related research or data analysis;
- *Policy Counsel* candidates should have a J.D. or LLM with at least two years of professional experience in research, policy analysis, or advocacy, and/or civil litigation experience;
- Exceptional writing skills and the ability to explain law, data, and policy clearly for different audiences;
- Project design, development, and/or project management experience;
- Ability to analyze and synthesize dense, often complex data;
- Excellent organizational skills and strong attention to detail;
- Strong interpersonal, problem-solving, and communication skills;
- Self-starter who is comfortable juggling multiple projects in a fast-paced environment; and
- Knowledge of and interest in local justice reform.

## Salary and Benefits

The salary range for the full-time *Policy Analyst/Counsel* position is \$55,000-\$70,000, based upon experience. Part-time candidates will be considered. Competitive benefits include employer-paid health insurance, 403(b) elective contributions, generous annual and sick leave, and flexible scheduling.

CCE’s physical office is currently closed and all staff are supported to work remotely throughout the public health emergency. This position will begin remote and transition to on-site at some point during CCE’s partial or total office re-opening.

## To Apply

In a **single PDF**, please send a **resume, writing sample (no more than 5 pages), and cover letter** detailing your interest in the role of *Policy Analyst* or *Policy Counsel* to [office@courtexcellence.org](mailto:office@courtexcellence.org) with the subject line “Policy Analyst-Civil Justice” or “Policy Counsel-Civil Justice”, as appropriate.

Review of applications will begin January 11, 2021. The position will remain open until filled. Only applicants selected for interviews will be contacted. **Please do not call.**

CCE depends on and values a diverse staff and diverse perspectives to carry out its mission. Candidates are not required to possess all of the listed traits and qualifications, and people with varied skillsets are encouraged to apply. People with lived experience with the justice system are encouraged to apply. Note that while this position is currently prioritizing individuals with Civil Justice experience and expertise, the incumbent may also have the opportunity to work on and contribute to CCE’s criminal justice, youth justice, and justice education portfolios.

*CCE is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, gender identity or expression, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, or current employment status.*