Position Vacancy Announcement

Policy Counsel or Policy Analyst

The Council for Court Excellence (CCE) seeks a dynamic *Policy Counsel* or *Policy Analyst* to develop, manage, and implement civil justice reform initiatives in the District of Columbia.

CCE's mission is to enhance the justice system in D.C. to serve the public equitably, and the organization works in four programmatic areas – *Civil Justice*, *Criminal Justice*, *Youth Justice*, and *Justice Education*. CCE identifies and proposes justice system solutions for D.C. by:

- Convening diverse stakeholders to identify and deliberate on important issues of justice in our community;
- Evaluating current systems through extensive research and study, digging deep into issues of law and policy, and making data-driven recommendations;
- Advocating for change to advance policy; and
- Educating the public and increasing civic engagement.

The *Policy Counsel/Analyst* will provide strategic leadership through coalition and project coordination, design and management; research, writing and editing for diverse audiences; civil justice policy platform development; and advocacy. They will work with CCE staff and Board Directors, directly-affected members of the community, and other justice system stakeholders, to identify and develop policy solutions and educational initiatives to improve the fairness and performance of D.C.'s legal systems. They will work closely with and report to the Deputy Director.

The ideal candidate has bold and ambitious ideas for improving D.C.'s civil justice system, plus the patience to build consensus around and develop plans to implement those ideas. The ideal candidate has significant knowledge of or experience in D.C.'s local courts, the broader civil legal system, and/or an expertise in civil access to justice issues. The ideal candidate is an excellent writer of both long-form policy reports and rapid-response public communications. The ideal candidate will be a quick learner, highly-organized, a great facilitator (including virtually), and experienced in managing groups to reach a common goal. The ideal candidate will enjoy working collaboratively and creatively with a small staff.

Duties and Responsibilities:

- Develop and manage plans to turn initial ideas into projects with specific activities and deliverables for Civil Justice committee, and possibly the Justice Education committee.
- Work 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 and policy research; qualitative data collection, like interviews, case studies, court-watching, or FOIA requests; and support occasional quantitative data analysis or survey development.
- Lead the development, drafting, and editing policy reports, lay-person guides to law, policy testimony, advocacy campaign materials, and educational materials for a variety of audiences.
- Engage directly with local 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, the mayor, various executive agencies, and the court.

- 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 policy analysis, research, and/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, advocacy, and/or civil litigation experience;
- Exceptional writing skills and the ability to explain law, data, and policy 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 D.C. justice reform.

Salary and Benefits

The starting salary range for a full-time *Policy Analyst/Counsel* position is $60,000-$85,000, depending 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 and tele-work policies.

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, an excerpt is fine), and cover letter** detailing your interest in the role of *Policy Counsel* or *Policy Analyst* and CCE's civil justice work to office@courtexcellence.org.

The position will remain open until filled. Only applicants selected for interviews will be contacted.

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 encourage to apply. Note that while this position is currently prioritizing individuals with Criminal or Youth Justice experience and expertise, the incumbent may also have the opportunity to work on and contribute to CCE's civil 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.