

## Position Vacancy Announcement

### Policy Analyst or Policy Counsel

The Council for Court Excellence (CCE) seeks a dynamic *Policy Analyst* or *Policy Counsel* to develop, manage, and implement CCE's initiatives on a variety of project areas across multiple justice reform projects in the District of Columbia, focused in the areas of Civil Justice, Criminal Justice, Youth Justice, and Justice Education. A sample of CCE's recent work includes an evaluation of DC's centralized administrative hearing panel, a report with recommendations for improving DC's criminal and behavioral health systems services for justice-involved mental health consumers, legislative proposals to decrease barriers to employment for people with criminal records, a comprehensive review of DCPS and charter school discipline policies, and a layperson's guide to victims' rights and services in DC.

The *Policy Analyst* will conduct research, lead quantitative and qualitative analysis of CCE's local project work, and contribute to policy platform building. *Policy Counsel* will provide strategic leadership through legal research, policy platform building, and advocacy. *The Policy Analyst/Counsel* will work closely with CCE staff, interns, Board directors, justice system stakeholders, and directly affected members of the community to develop justice system solutions. The primary responsibility of the position is to monitor and improve the performance of the justice system as it affects all of D.C.'s residents.

The ideal candidate is experienced in research and data analysis (*Policy Analyst*), legal research and advocacy (*Policy Counsel*), policy analysis, and has direct experience with D.C.'s local justice system. The ideal candidate is driven to improve the District's local justice system, is highly effective in a fast-paced environment, has a strong sense of autonomy, and a good sense of humor. The ideal candidate will have bold and ambitious ideas for reforming the justice system and the patience to build consensus around and develop plans to implement those ideas.

CCE is a team-based, small staff. The *Policy Analyst/Counsel* will report directly to the Executive Director.

#### Duties and Responsibilities:

- Coordinate several project committees to address specific program areas and initiatives. These committees are comprised of a wide variety of stakeholders, including CCE Board directors, government agencies, nonprofit professionals, attorneys, local and federal judges, and people with lived experience with the justice system.
- Identify new initiatives and project priorities based on community needs, research, data, and stakeholder communications.
- Recruit volunteers to work on project committees, engage committee leadership, and provide staff support for project committees.
- Prepare all written content related to project responsibilities, such as published reports and guides, educational materials for a variety of audiences, annual reports, programmatic sections of grant proposals and reports, talking points, newsletters, etc.
- Draft testimony and public comment on relevant issues to present with Board directors to the D.C. Council and various agencies.

- Coordinate events connected to project work, such as public programs, press conferences, public meetings, etc.

#### **Qualifications:**

- An advanced degree (Masters or J.D.) with at least one year of professional experience in conducting justice-related research and data analysis (*Policy Analyst*); justice related legal and policy research and advocacy (*Policy Counsel*) – or – a bachelor's degree with at least five years of professional experience conducting justice-related and data analysis (*Policy Analyst*);
- Ability to analyze and synthesize dense, often complex data;
- Knowledge of and interest in local justice reform;
- Exceptional writing skills and ability to translate numbers, law, and policy clearly in a variety of formats and styles for different audiences;
- 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.

#### **Salary and Benefits**

Salary range for this position is \$50,000-\$70,000, based upon experience.

Competitive benefits include health insurance, 403(b) elective contributions, generous annual and sick leave, and flexible scheduling.

#### **To Apply**

Please send a **resume, writing sample (no more than 3 pages), and cover letter** detailing your interesting in the role of *Policy Analyst* or *Policy Counsel* to [office@courtexcellence.org](mailto:office@courtexcellence.org) with the subject line **Policy Analyst** or **Policy Counsel**, as appropriate.

Review of applications will begin June 1, the position will remain open until filled. Only applicants selected for interviews will be contacted.

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.

CCE values diverse experiences. Candidates are not required to possess **all** of the above listed qualifications, and people with varied skillsets are encouraged to apply. People with lived experience with the justice system (civil, juvenile, or criminal) are encourage to apply. CCE depends on a diverse staff and diverse perspective to carry out its mission.

For more information about CCE and its work, please visit our website at [www.courtexcellence.org](http://www.courtexcellence.org).