

Position Vacancy Announcement (January 2019)

Policy Analyst/Counsel

The Council for Court Excellence (CCE) seeks a dynamic *Policy Analyst/Counsel* to develop, manage, and implement CCE's work in the areas of Civil and Criminal Justice in the District of Columbia. CCE anticipates that the *Policy Analyst/Counsel* will play a leading role in several of our ongoing initiatives, including, for example, community engagement and policy planning around building a new correctional facility in D.C., an analysis of the District's substance use treatment for justice-involved people, supporting innovations in D.C. courts, and public education efforts surrounding lay guides to legal topics, among others.

The *Policy Analyst/Counsel* will provide leadership through research, policy evaluation and development, community engagement, and strategic advocacy. The *Policy Analyst/Counsel* will work closely with CCE staff, Board directors, interns, justice system stakeholders, and directly-affected community members to develop justice system solutions. The primary goals of the position are to monitor, evaluate, and seek to improve the performance of the justice system as it affects all of D.C.'s residents. The ideal candidate has experience in legal or policy research and analysis, advocacy, or community engagement. The ideal candidate would also have direct (personal or professional) experience with D.C.'s justice system, and/or expertise on correctional issues nationally or internationally. The ideal candidate is driven to improve the District's justice system, 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 has a small, team-based staff. The *Policy Analyst/Counsel* will report directly to the Executive Director.

Duties and Responsibilities:

- Design and conduct legal and/or policy research on project topics, conduct stakeholder interviews, and carry out other substantive research-oriented tasks, as needed.
- Prepare written content related to assigned projects, such as research memoranda, surveys and questionnaires, internal and published reports, educational materials for a variety of audiences, sections of grant proposals and reports, leadership talking points, newsletters, etc.
- Coordinate events and make presentations connected to project work, such as public programs, committee and stakeholder meetings, public engagement activities, etc.
- Draft testimony and public comments for the D.C. Council and various agencies.
- Coordinate project committees or working groups 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.

Qualifications:

- Strong interpersonal, problem-solving, and communication skills;
- Knowledge of criminal and civil justice policy issues in the District of Columbia, and/or expertise in corrections or community engagement strategies more generally;
- Ability to conduct public policy and/or legal research and ability to analyze complex information;
- 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;
- Self-starter who is comfortable juggling multiple projects in a fast-paced environment;
- An advanced degree (Masters or J.D.) with at least one year of professional experience in conducting justice-related policy research or advocacy – **or** – a Bachelor’s degree with at least five years of experience that includes conducting justice-related research, policy advocacy, and/or community education work.

Salary and Benefits

Starting salary range for this position is \$55,000-\$70,000, based on experience.

Competitive benefits include excellent health insurance (with completely covered premiums for the staff member), 403(b) elective contributions after 6 months of employment, generous annual and sick leave, and flexible scheduling.

To Apply

Please send a **resume, writing sample (no more than 3 pages, excerpts are fine), and a cover letter** detailing your interest in the role of *Policy Analyst/Counsel* to office@courtexcellence.org with the subject line **Policy Analyst/Counsel**. Your application package should be submitted as a **single PDF**.

Applications will be reviewed on a rolling basis and 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 encouraged 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.