

Position Vacancy Announcement (September 2023)

Policy & Education Associate

The Council for Court Excellence (CCE) is a non-profit organization with a mission to enhance the justice system in the District of Columbia to serve the public equitably. CCE collaborates with diverse stakeholders to conduct research, advance policy reform, educate the public, and increase civic engagement on justice-related issues. CCE's work focuses on the adult criminal legal system, youth justice systems, and civil justice. CCE seeks an energetic **Policy & Education Associate** to support CCE's justice education initiatives.

The **Policy & Education Associate** will assist with committee coordination, public engagement and advocacy strategies, project and event management, and external communications. They work closely with CCE staff, committee members, directly impacted community members, and other justice system stakeholders. They plan, research, draft, and implement educational projects designed to keep people in the District informed about laws and regulations that may affect their lives, policy changes, resources available, and advocacy opportunities related to D.C.'s legal systems. On occasion, the Associate may participate in research or evaluation projects, policy recommendation development, direct advocacy, and other aspects of CCE's policy work.

Duties and Responsibilities

Support the development and implementation of educational projects (~45%)

- Participate in the process of developing and implementing projects, including the creation of guides, explainers, or other campaigns, to educate and engage a wider and more diverse group of residents and stakeholders about CCE's work. Track outcomes and deliverables across projects.
- Help design and plan events, trainings, briefings, listening sessions, focus groups, etc.; support event planning, promotion, and logistics, either on site or virtually.
- Develop and execute strategies for distribution of CCE publications or information to community stakeholders, and track inventory and individuals reached.
- Maintain a calendar of upcoming CCE and relevant external events. Identify opportunities to host or cosponsor public events to educate people about CCE's publications, resources, or policy work.
- Help establish and maintain connections with service providers, government officials, and/or community organizations to ensure that they are aware of CCE, our resources, positions, and events.

Conduct research for and assist in the writing of a variety of publications and internal and external communications (~30%)

- Assist in the creation of written, video, and visual content for CCE's social media platforms and website to amplify community education or advocacy efforts.
- Support the development, drafting, and editing of system explainers, lay-person guides to law, data snapshots, and other educational or policy materials for a variety of audiences.
- Conduct basic legislative, academic, or policy research and summarize findings for internal or external audiences. Support occasional quantitative data analysis or survey development and the creation of data visualizations for educational materials.

Assist with management of committees and participate in relevant coalitions (~20%)

- Serve as staff support to one or more CCE programmatic committees, scheduling and attending meetings, taking notes, maintaining updated files, tracking next steps and deliverables, and communicating with volunteer members of the Committees.
- Participate in various coalitions or attend external meetings related to CCE's work, special projects, etc. Report back to staff on information learned, and share information about CCE's work, as appropriate.
- Occasionally speak or present at community events or meetings to educate D.C. residents or advocates about CCE's educational resources.

Administrative and other duties (~5%)

Core Competencies

- Time management and problem-solving skills, attention to detail, and the ability to manage multiple tasks simultaneously. Ability to execute duties efficiently and effectively, and to meet deadlines.
- Strong oral and written communication skills. Ability to draft professional communications for yourself and on behalf of others and to represent CCE professionally with external stakeholders.
- Very good interpersonal and relationship management skills, including the ability to work both independently and with colleagues, and to engage with diverse constituencies, including lawyers, judges, government officials, people directly impacted by the justice system, and others.
- Collaborative with a "team player" mindset. Ready and willing to pitch in and assist with a wide array of projects across the organization.
- Commitment to diversity and contributing to an inclusive, respectful working environment. Willingness to continue to grow and learn within diversity, equity, and inclusion principles.

Additional Criteria for Employment

- At least 1 year of directly relevant experience or 2 years of related professional or experiential learning experience required.
- Some experience with community education, public engagement, and/or meeting facilitation with diverse participants required.
- Strong computer skills required, including familiarity with Microsoft Office suite (e.g., Outlook, Word) and video and audio conferencing (e.g., Zoom, Microsoft Teams). Experience with a cloud-based file management system (e.g., Box or Google Drive), and project management system (e.g., Asana) preferred.
- Experience with social media, communications, or marketing strongly preferred.
- Experience with policy research utilizing one or more legislative, legal, or public policy research databases strongly preferred.
- This position features core job duties that require some onsite work, so a successful candidate should live in the greater Washington, DC region (though there is flexibility to work remotely regularly, if desired).
- Commitment to and interest in the mission of the Council for Court Excellence.

Salary and Benefits

The salary range for the *Policy & Education Associate* position is \$58,000-67,000, based on experience and skills. Competitive benefits include employer-paid health and life insurance, a 403(b) retirement plan with employer match after 6 months, dental and vision plans, generous annual and wellness leave, and flexible scheduling and remote policies. CCE observes all D.C. government holidays, plus gives employees the day after Thanksgiving (and typically the week between Christmas Day and New Year's Day) off. CCE also supports individual professional development and training opportunities.

To Apply

Please submit your application at <http://bit.ly/ccepeaposition>. Note that the application site will ask you to 1) upload documents and 2) respond to written question prompts (in lieu of a cover letter). Review of applications will begin **September 25, 2023** and the position will remain open until filled. As a small organization, we apologize for not being able to respond to all applicants individually; only applicants selected for interviews will be contacted.

CCE depends on and values a diverse staff and diverse perspectives to carry out its mission. People with lived experience with the justice system are encouraged to apply. *CCE is an equal opportunity 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.*