



## **Position Vacancy Announcement (January 2024) Open Horizon Criminal Justice Fellow**

The Council for Court Excellence (CCE) is now accepting applications for the 2024-25 Open Horizon Criminal Justice Fellowship. Funded in part by a generous donation from the Open Horizon Foundation, the fellowship offers a 2024 D.C. law school graduate the opportunity to work for one year with CCE on local criminal justice focused research, policy advocacy, and educational initiatives in Washington, D.C. The fellowship will begin on or around September 3, 2024, and end in late August 2025.

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/access to justice issues.

Open Horizon is a foundation based in the Greater Washington Area that is dedicated to leveling the playing field. Through policy advocacy, educational opportunities, and support for programs that open possibilities to those who would not otherwise have them, Open Horizon seeks to increase equity, expand opportunity, and develop leadership skills. Their vision is of a world where an open horizon is available to all, where access to justice, education and economic opportunity are within reach.

### **Duties and Responsibilities**

The Open Horizon Fellow will assist with project design and management, legal and policy research, data analysis, publication drafting, policy platform building, policy reform advocacy, coalition and committee coordination, project and event management, and external communications. They work closely with CCE staff, committee members, directly impacted members of the community, and other justice system stakeholders to implement research projects, policy solutions, and educational initiatives to improve the fairness and performance of D.C.'s legal systems. More specifically:

### **Conduct research, and write and edit a variety of publications, memos, external and internal communications (~50%)**

- Conduct legal and policy research on adult criminal legal system/criminal justice reform issues at the direction of senior leadership.
- Collect qualitative data, via interviews, surveys, case studies, court-watching, and/or freedom of information act requests.
- Support occasional quantitative data analysis or survey development.
- Support the development, drafting, and editing of policy reports, lay-person guides to law, policy testimony, and educational materials for a variety of audiences.

- Work with other staff to draft and disseminate materials, one-pagers, talking points, press releases, op-eds, etc. related to various advocacy/policy campaigns.

#### **Assist with identifying, developing, and implementing projects, policy solutions, and educational projects (~25%)**

- Work with senior leadership to identify current and emerging policy issues for potential CCE actions or projects and help develop and manage plans to turn initial ideas into projects or campaigns with specific activities and deliverables.
- Analyze statutes, proposed legislation, budgetary documents, court decisions, regulations, etc. to determine their impact on CCE's policy priorities.
- Engage with policymakers, court leadership, and their staffs, in coordination with the senior leadership and the rest of the policy team, to share CCE's research findings or policy positions.
- Participate in meetings and briefings, draft and/or present testimony and public comment on relevant issues to the D.C. Council, various executive agencies, and the courts.

#### **Assist with management of CCE Committees and participate in relevant coalitions (~20%)**

- Serve as secondary staff support to CCE's Criminal Justice Committee, the District Task Force on Jails & Justice, and any related standing or special Committees. Work with primary staff support and Committee leadership to develop regular strategic plans, determine priorities, and identify projects the Committee would like to take on.
- Work with primary staff to schedule and attend Committee meetings, develop agendas for meetings, maintain notes and updated files, and track next steps and deliverables.
- Participate in various coalitions related to CCE's work, special projects, etc. Report back to CCE staff and committees on coalition work and priorities and manage CCE's engagement with coalitions.

#### **Administrative and other duties (~5%)**

#### **Core Competencies required for this role**

- Self-motivated with demonstrated 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.
- Excellent oral and written communication skills, including the ability to explain legal issues, data, and policy clearly for different audiences verbally and in writing with support from senior staff. Ability to represent CCE professionally with external stakeholders.
- 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 affected 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.
- Demonstrated commitment to understanding 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**

- The Fellowship is open to JD students graduating from a law school in D.C. in 2024, with priority given to those from historically underrepresented groups, with lived justice system experience, and/or who grew up in Washington, D.C.
- This position features core job duties that require some work in CCE's office, the Wilson Building, D.C. courts, etc., so a successful candidate will live in the greater Washington, DC region (though there is flexibility to work remotely regularly, if desired).
- Required Criteria
  - Some experience with qualitative or quantitative data collection, primary social science or legal research, or data analysis and interpretation.
  - Experience utilizing legislative, legal, and/or public policy research databases (e.g., LIMS), and/or some experience entering or analyzing data (e.g., in Excel, Python, R, SAS, Tableau).
  - Excellent computer skills, including experience working with the Microsoft Office suite, cloud-based file management systems (e.g., Box or Google Drive), project management systems (e.g., Asana), and video and audio conferencing (e.g., Zoom, Microsoft Teams).
  - Commitment to and interest in the mission of the Council for Court Excellence.
- Preferred Criteria
  - Some knowledge of or experience with the adult criminal legal system in the District of Columbia is strongly preferred.
  - Experience communicating with and advocating to state or local government staff, elected or appointed officials, and/or judicial officers; some knowledge of the operations of D.C. Council, executive agencies, and/or the courts preferred.
  - Some experience with community education, public engagement, and/or meeting facilitation with diverse participants preferred.

### **Salary and Benefits**

The salary for the Open Horizon Fellow is \$63,000 annually, plus benefits including 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. The Fellow may also be eligible for their school's loan repayment assistance program.

## **To Apply**

Please submit your application at <https://careers.smartrecruiters.com/CouncilForCourtExcellence>. The priority deadline for receiving applications is February 16, though the position will remain open until filled. Note that the application site will only allow you to submit one (1) document. Please use the "Resume" field to submit a single PDF that includes: 1) a cover letter, 2) your resume, 3) your transcript, and 4) a writing sample (no more than 5 pages, excerpts are fine). You can use the website ILovePDF.com to create and merge PDFs if needed.

*CCE depends on and values a diverse staff and diverse perspectives to carry out its mission. People with lived experience within the justice system are strongly 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. Please note that candidates must be authorized to work in the United States.*