



**POLICY ANALYST
CENTER ON JUVENILE AND CRIMINAL JUSTICE**

The Center on Juvenile and Criminal Justice (CJCJ) is seeking applicants for a full-time (40 hours/week) Policy Analyst position. Applicants should have an interest and commitment to criminal justice reform and possess excellent writing skills. CJCJ's mission is to reduce society's reliance on incarceration as a solution to social problems. In pursuing this mission CJCJ provides model programs, technical assistance, advocacy, and policy analysis to a broad range of criminal justice clients and stakeholder groups. For more information, visit our website at www.cjcj.org.

The duties of the Policy Analyst may include:

- Developing agency communication and policy strategies that promote the agency's mission
- Develop and promote agency policy positions and legislative proposals.
- Assist in the development of model statewide juvenile and criminal justice policy.
- Serve as the author, co-author, or assistant in the production of data-driven publications.
- Assist with the development and implementation of public education efforts, including presentations, testimony, and public comment at hearings.
- Assist in the production and editorial support of publications and op-eds.
- Host and facilitate meetings with an array of stakeholders.
- Act as agency representative in a variety of juvenile and criminal justice partnerships as designated.
- Publish blogs and op-eds.
- Possibility of supervising unpaid interns on projects
- Other duties as assigned

Minimum Qualifications:

- Background in creative writing, journalism, English literature, social work, criminal justice, public policy, political science, psychology, sociology, law, or related field.
- Detail-oriented with excellent writing, research, data analysis, communications, and organizational skills.
- Ability to work with people from diverse backgrounds.
- Passion for social justice work.
- Ability to work under pressure; good sense of humor.

Compensation: We offer a generous benefits package, a casual work environment, and a great team of committed professionals. This position reports directly to the Director of Policy and Development.

To Apply: Please email letter of interest, resume, and references to cjcjoffice@gmail.com and include "Policy Analyst" in the subject line.

WOMEN, PERSONS OF COLOR, AND INDIVIDUALS WITH PAST INVOLVEMENT IN THE JUSTICE SYSTEM ARE ENCOURAGED TO APPLY