

Organization: Council of State Governments Justice Center  
Job Title: Senior Policy Advisor  
Location: Seattle, WA or New York, NY

The Council of State Governments (CSG) Justice Center (CSG Justice Center is a national nonprofit organization that provides practical, nonpartisan advice and evidence-based, consensus-driven strategies to increase public safety and strengthen communities. The CSG Justice Center works closely with legislative leaders, judges, prosecutors, defense attorneys, victim advocates, and others to develop consensus on various, often highly politicized, criminal justice issues and to translate this consensus into comprehensive reports, policy briefs, state and federal legislation, model policies, and innovative programs. The CSG Justice Center not only develops written and web-based materials, but also provides on-the-ground technical assistance to cross-systems policymakers and practitioners from multiple systems (corrections, mental health, housing, etc.), in state and local jurisdictions.

#### JOB SUMMARY

This senior position will advise the leadership of the CSG Justice Center on issues involving the administration of criminal justice systems. The position reports to the Division Director, State Initiatives, but will be in regular communication with the CSG Justice Center Executive Director and Deputy Director, other division and deputy division directors, members of the CSG Justice Center Board of Directors, and funders. The position requires extensive travel.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

Specific responsibilities of the Senior Policy Advisor include, but are not limited to, the following:

- Research and develop policy strategies to assist legislatures and state leadership to develop evidence-based criminal justice system reforms.
- Design and implement technical assistance strategies to assist state supervision agencies, courts, legislators and other state leaders, for example on sentencing policy, court-related performance measures, processing of people with mental disorders, court-ordered financial obligations, and juvenile justice;
- Conduct and lead process evaluations and organizational assessments of supervision-related organizations, and prepare reports that describe findings;
- Coordinate and integrate distinct efforts spearheaded by State Initiatives, in addition to other divisions in the organization, to ensure a coherent, organization-wide approach to issues that involve improving criminal justice systems; Cultivate a network of stakeholders, legislators, parole and probation board members, board administrators, supervision agency heads, and opinion leaders, who will review, improve, and promote relevant products developed by the CSG Justice Center;
- Identify and create opportunities in county and state governments to test concepts that the CSG Justice Center has designed to improve the

- administration of the justice system;
- Review and edit materials prepared across the organization that address court operations to ensure these products are consistent with the latest research, are legally sound, and comport with national standards;
- Represent the organization and conduct presentations at national and regional conferences where deep expertise on matters concerning parole and probation are required;
- Develop relationships with funders in local, state, and federal government, as well as with private foundations, that enable the CSG Justice Center to sustain and expand its work;
- Prepare proposals to secure funding.

#### SKILLS & ABILITIES

- The ability to translate complex ideas into concise and compelling written products and presentations that reflect the bipartisan, consensus-based, and data-driven values of the CSG Justice Center;
- Superior research, writing, and editing skills;
- Excellent interpersonal skills, including maturity, keen judgment, and the ability to work with people from a wide array of backgrounds and perspectives and across projects;
- Efficient, organized work style and an ability to prioritize quickly and confidently;
- Ability to juggle multiple projects, all of which have competing deadlines and require cooperation of various people inside and outside the organization;
- Ability and willingness to travel.

#### EXPERIENCE REQUIREMENTS

- Extensive content knowledge and practical experience (10–15 years) related to parole and probation, policy development and implementation to improve criminal justice systems;
- Experience providing technical assistance to officials in state and local government and across various criminal justice systems;
- Demonstrated success working with policymakers at the highest levels of government across all three branches, to shape policy and funding decisions and to design new and innovative approaches to complex behavioral health challenges within the criminal justice system.

#### EDUCATION REQUIREMENTS

A college degree (required), and an advanced degree in a related field such as law, medicine or public policy.

#### PHYSICAL REQUIREMENTS ESSENTIAL TO PERFORM THE DUTIES OF THE JOB

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently communicates with internal and external coworkers and customers
- Frequently operates a computer to create policy briefs, memos, and presentations
- Frequently remains in a stationary position to perform desk duties
- Frequently works in a well lit, tempered room
- Occasionally moves throughout office to communicate to coworkers
- Seldom transports objects, such as files or paper boxes, with weight up to 25 pounds

APPLICATION INSTRUCTIONS:

Interested individuals should upload the following elements (in PDF format) to <http://csg.applicantpro.com>

1. Cover letter
2. Resume
3. Names and contact information for references (at least two)

Incomplete applications will not be considered.

CSG is an Equal Opportunity Employer (Females/Minorities/Veterans/Disabled)

CSG participates in E-Verify