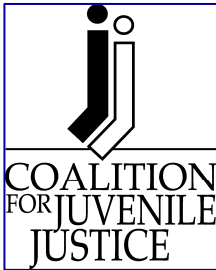


PART-TIME JOB OPPORTUNITY IN WASHINGTON, DC

RESEARCH AND POLICY ANALYST

Coalition for Juvenile Justice, Washington, DC



The Coalition for Juvenile Justice (CJJ) is a national nonprofit association with a nationwide membership that includes professionals and citizen volunteers appointed by their governors to serve as state juvenile justice advisors and leaders, as well as allied individuals and organizations who share CJJ's mission to improve juvenile justice, family well-being and community safety. CJJ is also the host and sponsor of the National Juvenile Justice Network (NJJN). Please visit us on the Web at www.juvjustice.org

CJJ seeks a Research and Policy Analyst to work approximately 30 hours per week for twelve (12) months beginning September 2010. Reporting to the Deputy Executive Director for Policy & Programs, the Analyst will be charged with helping CJJ identify, analyze, disseminate and promote alternatives to detention, adjudication and incarceration for youth who come into contact with the courts nationwide. The position offers an excellent learning and leadership development opportunity for an individual with keen interest in youth-serving systems and in working closely with local, state and national leaders in juvenile justice. The position is grant funded, but has potential for extension and/or permanency beyond the initial grant period. The position necessitates on-site hours at our office in Washington, DC and may require limited travel. CJJ values diversity in every aspect of its operations and is an Equal Opportunity Employer.

Responsibilities include:

- Conduct email, telephone and in-person outreach to national, state and local juvenile justice leaders and practitioners to gather information on best and promising policies, practices and programs – including statutes, administrative rules and funding schemes – that effectively address the needs and behaviors of non-delinquent and delinquent youth and their families, including diversion from formal court processing and alternatives to detention/incarceration.
- Research and author reports, briefs, bulletins, fact sheets and other guidance documents on selected state and local policies and practices that support diversion from court and alternatives to adjudication, detention and incarceration with potential to serve as models for other state and local systems.
- Develop and regularly update project-relevant content for CJJ's website and monthly e-newsletter.
- Assist in the coordination and staffing of project meetings and conferences.
- Serve as public spokesperson for CJJ as needed.
- Assist with other program priorities as needed.

Position requirements:

- BA degree (masters or law degree preferred).
- Knowledge of the juvenile court system – preferably both the delinquency and the dependency aspects of the court.
- Strong research and writing skills; a writing sample will be requested.
- Strong verbal communication skills and demonstrated ability to interact effectively with a wide range of contacts.
- At least three years of relevant work experience.
- Strong computer skills, including MS Word, Excel, Access, and Power Point.
- Demonstrated ability to address shifting priorities and details in a busy work environment and to take initiative as needed.
- Strong commitment to accuracy, efficiency and meeting deadlines.
- Strong sense of mission and a “can-do” work ethic.
- Availability to travel to conferences and meetings outside of Washington, D.C. as needed (anticipated 2-3 times per year).

To apply: Please submit a cover letter, resume, three references and your preferred salary to andrews@juvjustice.org or fax to 202-887-0738, attn: Research and Policy Analyst. No phone calls please.

Applications accepted until 5:00 pm EDT, August 2, 2010.