



POLICY ANALYST LOCATED IN AUSTIN, TEXAS

Do you have lived experience in the justice system that could inform our work and advance our mission?
Are you committed to supporting families, fostering safer communities, and ending mass incarceration?
If so, the Texas Criminal Justice Coalition (TCJC) could be the place for you.

TCJC is a non-profit, non-partisan policy reform and advocacy organization that believes every person has inherent worth and can contribute to a vibrant, safe community. As such, we encourage applicants with diverse backgrounds to apply. We are driven by our values (shared on our website), which inform our goals and shape our daily interactions. We provide research and other resources to policy-makers, practitioners, key organizations, and community members to promote responsible and fair youth and adult justice policies in Texas. We develop alliances and build coalitions among grassroots and grassroots communities, including unlikely allies and impacted communities, to strengthen opportunities for reforms.

TCJC seeks inspired, talented, and personable Policy Analysts to join us in advancing our mission to reduce mass incarceration. The Policy Analyst position is part of a dynamic team working toward shared policy objectives. This position requires an individual who welcomes being a thought partner to other staff, and who can manage a constant flow of information and multiple responsibilities in a fast-paced organization.

Some essential job functions include:

- Researching and analyzing a wide range of justice policy issues.
- Collaborating with fellow TCJC staff and external partners to help develop key strategies and to jointly pursue policy objectives.
- Writing and distributing written materials, including full reports, primers, briefs, fact sheets, op-eds, and social media content.
- Preparing and delivering presentations and testimony to support advocacy efforts.
- Working with a range of stakeholders, including policy-makers, agency heads, other system practitioners, local officials, community leaders, and other advocates, to provide educational materials and collaborate on identifying and implementing solutions.
- Representing TCJC's priorities and interests in media interviews.
- Building and maintaining a database of issue-specific contacts, including experts, policy professionals, system practitioners, community leaders, system-involved individuals, and policy-makers.

QUALIFICATIONS:

You must thrive in a collaborative environment and have a demonstrated commitment to the social justice movement. Qualified applicants with a range of educational and life experience may be considered; however, people who have been formerly incarcerated as a youth or adult will be preferred. Additionally, application materials should showcase the following characteristics:

- Excellent writing skills to produce a broad range of issue-related products; a strong attention to detail for content accuracy and appropriate formatting is also essential.
- Strong verbal communication skills with a high level of comfort presenting information to policy-makers and stakeholders, as well as communicating among coalitions and with system-involved individuals.
- A general knowledge of Texas' adult and/or youth justice systems (such as pretrial, indigent defense, community supervision (probation), alternatives to incarceration, sentencing, conditions of confinement, parole, and/or reentry), and an understanding of how the systems impact individuals, families, and communities.
- Critical thinking skills with an ability to identify, collect, and interpret relevant data for incorporation into educational materials, with an emphasis on the fiscal and social impact of policies.
- A keen ability to build and maintain key contacts among a diverse range of individuals, and an attentiveness to reach out to contacts as appropriate to accomplish project goals.
- An ability to complete tasks and assignments thoroughly – sometimes independently, with supervision, and other times more collaboratively – and to communicate regular updates about progress.
- An aptitude to incorporate and quickly respond to new or changing information or circumstances, keeping a positive attitude and identifying alternatives or solutions as needed.
- Strong time-management skills to meet objectives in a timely manner, including planning for scheduled time off, anticipating changing circumstances, considering others' schedules, etc.
- The ability to work flexible hours. Sometimes, it will be necessary to carry a heavy time commitment, including being available for contact outside office hours. Additionally, an ability to travel occasionally to support policy objectives.
- A basic competency in using Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint, and the ability to adapt and commit to using other software or technology as needed.

COMPENSATION AND BENEFITS:

TCJC will provide an annualized salary of \$47,000-\$50,000 per year, commensurate with qualifications. TCJC offers the following benefits: health, dental, life insurance; 401k retirement services; 15 paid holidays; and 30 days paid time off, including vacation, sick, and personal time.

We offer ongoing professional development and training, and an inclusive work environment for you to grow personally and professionally.

APPLICATION:

Are you ready to join our fight for justice? Send us a cover letter, résumé, and a writing sample (such as a research paper, an op-ed, or an advocacy piece you authored) by email jobs@TexasCJC.org. Please note "Policy Analyst" in the subject line.

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The Texas Criminal Justice Coalition is an Equal Opportunity Employer. All qualified applicants will be considered based on individual qualifications, without unlawful discrimination based on race, color, creed, national origin, sex, sexual orientation, age, disability, familial status, military status, and any other protected class. We value diversity and encourage people of color, LGBTQ applicants, and previously incarcerated people to apply.