



JOB ANNOUNCEMENT – PLEASE POST

LEGAL ACTION CENTER SEEKS A CJ POLICY ASSOCIATE FOR ITS WASHINGTON DC OFFICE

The Washington DC office of the Legal Action Center (the Center) is seeking to hire a Policy Associate who will focus on federal policy analysis and advocacy for people with criminal records, and will work with the Center's National H.I.R.E. Network. The position is available immediately.

The Center is a non-profit law and policy organization working for sound policies on behalf of people with alcohol and drug histories, criminal records, and HIV/AIDS. The Center's National **H**elping **I**ndividuals with criminal records **R**eenter through **E**mployment (HIRE) Network project was established in 2001 to increase the number and quality of job opportunities available to people with criminal records by improving employment policies and practices and changing public opinion. HIRE accomplishes these goals by: serving as a clearinghouse for information, providing leadership on public policy and advocacy, providing technical assistance and training on overcoming employment barriers based on a criminal record, and promoting collaboration between the workforce development, business, and criminal justice communities across the nation. *The Center is a progressive, Equal Opportunity Employer, and all interested parties are encouraged to apply. Members of LAC's stakeholder populations are strongly urged to apply.*

Responsibilities

The Policy Associate will focus on federal policy advocacy and analysis of issues related to ending discrimination against people with criminal records and people with drug addiction histories. Responsibilities will include: helping to develop and implement advocacy strategies with Congress and the Administration to eliminate legal and policy barriers against people with criminal histories; conducting policy research; tracking and analyzing legislation, statutes and regulations; writing policy materials for Congress and advocates; serving as a liaison between state and federal criminal justice reform advocates; and participating in a number of coalitions on behalf of the Center.

Qualifications

- Public policy experience (minimum 2 years), preferably in the area of criminal justice.
- Strong commitment to criminal justice reform a must.
- Experience with the federal legislative process a plus.
- Graduate degrees in law or public policy strongly preferred.
- Excellent policy analysis, research and writing skills, including the ability to review and summarize legislation and regulations.
- Strong communication and oral advocacy skills.
- Some interest in and/or experience with field organizing.
- Ability to multi-task and exhibit strong organizational skills.
- Desire and ability to work in a small (3-4 people), busy office.
- Willingness to travel.

New York
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Phone: 212-243-1313 Fax: 212-675-0286
E-mail: lacinfo@lac.org

Washington
236 Massachusetts Avenue, NE Suite 505 Washington, DC 20002
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Salary Range

Commensurate with experience and qualifications, plus a generous benefit package.

More information about Legal Action Center and the Center's National HIRE Network can be found at: <http://www.lac.org/> and <http://www.hirenetwork.org/>.

To apply, please send a résumé with cover letter to the attention of Sherie Boyd, Office Manager at sboyd@lac.org or fax materials to 202-544-5712. No phone calls please.

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