



<b>Job Title:</b>	Policy & Research Coordinator	<b>Position Duration:</b>	Permanent
<b>Total Payment:</b>	Up to \$62,400 plus benefits	<b>Time Commitment:</b>	Full-time/ 40 hours weekly

## Job Description:

### Purpose

The Policy & Research Coordinator will coordinate and develop Out for Justice's policy research efforts. This position will work closely with OFJ program coordinators to ensure that members and partners are informed of policies that affect our directly impacted community. This position works under the supervision of the Executive Director and Chief of Operations to provide recommendations regarding legislative agenda focus and policy research. The ideal candidate for this position is an agile self-starter, with excellent communication skills who is well-versed in policy and a multitude of efficient research methods.

### Primary Responsibilities and Duties

The Policy & Research Coordinator performs a wide range of duties, including of the following:

- Creating a plan to identify and prioritize relevant legislation that OFJ should support or oppose by monitoring trends, best practices, government actions, and legislation pertaining to issue focus areas, especially during the legislative session
- Creating and disseminating policy write-ups and policy statements to legislators and the larger community
- Developing and distributing an annual policy agenda based on input from community members, OFJ members, and organizational partners
- Creating clear and compelling written reports synthesizing internal and external data and policy research analyses
- Drafting fact sheets, action alerts, op-eds, presentations, and infographics to promote or educate the public regarding socio-political issues or policies
- Assisting with the drafting and submission of testimonies during the legislative session
- Coordinating with Behind the Walls members to gain input on legislative focus and translating their needs to policy concerns
- Corresponding with partners and media outlets to discuss organizational policy efforts locally and statewide
- Presenting, when requested, in conjunction with the Bail & Legal Coordinator on policy research findings and trends
- Leading the research committee and co-leading the advocacy committee of members and volunteers in collaboration with the Bail & Legal Coordinator
- Delegating responsibilities to research committee members to perform specific research related tasks
- Maintaining and updating the research folder in OFJ's Google Drive with relevant research material and discarding outdated and irrelevant material
- Attending weekly meetings including, but not limited to, a one hour committee meeting and a one hour core team meeting, and a two-hour monthly membership meeting
- Attending all mandated training and professional development opportunities



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- Following organizational policies and procedures as outlined in the employee handbook and employee policy/procedure folder, while fulfilling duties as described in the job description
- Fulfilling all other duties as assigned

## Position Requirements

- Bachelor's degree in a relevant field or four (4) years of related experience
- Strong written and verbal communication skills
- A valid driver's license and the ability to operate a vehicle
- Strong written and verbal communication skills
- Self-managing and possessing the ability to take initiative
- Must be extremely organized and able to follow and implement process
- Demonstrate commitment to Out for Justice's mission and work
- Proficient in Microsoft Word and Google Suites
- Must have flexibility to work outside regular business hours including some weekends
- Must have great interpersonal skills, including demonstrated patience in difficult situations

## Ideal Candidates

- Formerly incarcerated or directly impacted persons encouraged to apply
- Committed to racial and economic equity through legal system reform and helping people who have served time in jail or prison
- Detail-oriented, organized, and adaptable, with the ability to manage multiple priorities simultaneously
- Proactive, self-starter who uses good judgment when engaging with others in professional settings
- Comfortable using technology to connect with others and excels in an autonomous environment
- Basic understanding of challenges facing individuals and families impacted by poverty and the criminal legal system

## To Apply

Please apply via the online job application here: <https://forms.gle/dnh4BrHazGZNFxAj7>.

Please DO NOT email or call [getinfo@out4justice.org](mailto:getinfo@out4justice.org) about the status of your application.

Out for Justice seeks to fill this position by the end of November 2022.