

# THE CAMPAIGN FOR YOUTH JUSTICE

## GOVERNMENTAL AFFAIRS

JOB DESCRIPTION	
<b>Position Title:</b> Government Affairs Associate/Director	<b>Function:</b> Regulatory, Legislative, Policy & Advocacy
<b>Salary:</b> Commensurate with experience	<b>Start Date:</b> Immediate
<b>Reports to:</b> Executive Director	<b>Supervises:</b> Fellows, Students and Volunteers
<b>Travel Required:</b> 10%	<b>Status:</b> Exempt

The Campaign for Youth Justice ([www.campaignforyouthjustice.org](http://www.campaignforyouthjustice.org)) is a national non-profit organization dedicated to ending the practice of trying, sentencing and incarcerating youth under the age of 18 in the adult criminal justice system.

The Campaign for Youth Justice (CFYJ) was launched in 2005. The strategic goals of CFYJ are twofold:

1. To reduce the number of youth who are tried, sentenced, and incarcerated in the adult criminal justice system.
2. To decrease the harmful impact of trying youth in adult court, especially the placement of youth in adult jails and prisons.

CFYJ has worked with numerous partners to advance policy change at the state and federal level to reduce transfer of youth to the adult court and to end the placement of youth in adult jails and prison.

CFYJ offers the unique opportunity to be part of a social justice organization focused on truly making a difference in the lives of young people and their families. In this capacity, CFYJ works with directly affected youth and their families to advance a federal and state policy agenda.

### OBJECTIVE:

Under the supervision of the President & Chief Executive Officer of the Campaign for Youth Justice (CFYJ), the Government Affairs Associate/Director is responsible for developing and managing CFYJ's federal agenda, coordinating and strategizing with other national juvenile justice organizations, monitoring federal juvenile justice regulations and legislation and serving as the main liaison with Congress and the federal executive branch.

## RESPONSIBILITIES:

The Government Affairs Associate/Director will:

1. Promote CFYJ's federal policy agenda, particularly with the Administration and the Congress to advance CFYJ's mission.
2. Prepare time-sensitive policy documents to support CFYJ's federal policy agenda, such as regulatory language, legislative language, legislative updates, analysis, fact sheets, sign-on letters and side-by-side comparisons of legislative and regulatory language for CFYJ and its networks.
3. Monitor and advise on federal juvenile justice policy, regulations and legislation, including the Juvenile Justice & Delinquency Prevention Act (JJDP), gang legislation, and other bills that affect youth prosecuted in the adult criminal justice system.
4. Respond to time-sensitive requests from Administration officials and staff, Members of Congress and congressional staff.
5. Coordinate federal meetings and congressional hearings, draft testimony, and prepare witnesses for briefings and hearings.
6. Identify, develop, and coordinate opportunities to educate and establish relationships with Administration officials and staff, Members of Congress and congressional staff (i.e. one-on-one meetings, briefings, and site visits).
7. Work closely with and coordinate efforts with other national juvenile justice organizations, including representing CFYJ in the National Juvenile Justice & Delinquency Prevention Coalition (NJJDP Coalition) and in the Act 4 JJ Campaign.
8. Work closely with CFYJ partner states on state-based legislative and regulatory efforts, including providing strategic and substantive support on changes to state transfer laws and coordinating federal legislative or regulatory implementation efforts in the states.
9. Provide technical assistance, training and support to CFYJ's state-based campaigns and organizational allies on federal regulatory and legislative issues and advocacy strategies.

## EDUCATION

**Required:** Masters and/or Law Degree

## EXPERIENCE

**Required:** 3+ years experience on federal regulatory or legislative issues on juvenile or criminal justice, or on state legislative or regulatory issues on juvenile justice; a demonstrated interest in juvenile justice issues and dedicated to CFYJ mission.

**Note:** Individuals who have been personally affected by the practice of trying, sentencing and incarcerating youth in the adult criminal justice system are encouraged to apply.

**CORE KNOWLEDGE AND SKILLS:**

- Ability to analyze regulatory and legislative language & draft regulatory and legislative language;
- Thorough knowledge of federal regulatory and legislative processes;
- Willingness to be a team player both within the CFYJ team and with allies in the juvenile justice field;
- Ability to complete multiple tasks and high volume of work on deadline;
- Attention to detail and strong writing and editing skills;
- Excellent time management and organizational skills;
- Initiative to continuously learn and upgrade knowledge and skills;
- A proactive, creative and flexible attitude

**Application instructions:** Please send a cover letter, resume and writing sample to the selection committee [jmward23@hotmail.com](mailto:jmward23@hotmail.com). No phone calls please.

**DISCLAIMER:** The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all final responsibilities, duties, and skills required of a person in this position.