

# THE CAMPAIGN FOR YOUTH JUSTICE

## GOVERNMENTAL AFFAIRS

JOB DESCRIPTION	
<b>Position Title:</b> Governmental Affairs Associate/Director	<b>Function:</b> Legislative, Policy & Advocacy
<b>Salary:</b> Commensurate with experience	<b>Start Date:</b> Flexible (July through November)
<b>Reports to:</b> Executive Director	<b>Supervises:</b> Fellows, Students and/or Volunteers (approximately 2)
<b>Travel Required:</b> Minimal	<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. We believe that youth are better served by the juvenile justice system, where greater emphasis is placed on developmentally-appropriate rehabilitative and educational services.

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, rather than adjudicated in the juvenile 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 pass and advance legislation at the state and federal level to improve transfer laws (such as the Raise the Age Campaign in Connecticut and reauthorization of the JJDPa at the federal level) and defeat negative changes to transfer laws that would have allowed more youth to be prosecuted in the adult system (such as Rhode Island's attempt to allow all 17-year-olds to be tried as adults and the defeat of the Sessions amendment that would have allowed prosecutors to bypass judges and directly file youth in adult court).

As a CFYJ staff member, you will be part of a culture, where diversity is respected and valued and staff members thrive. We have cultivated a collaborative and team oriented culture while simultaneously ensuring that our dogged commitment to excellence is achieved.

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 not only to advocate on behalf of individuals who have been affected by the juvenile and adult criminal justice system, including youth and their families, but to work directly with these individuals and help them tell their stories to policymakers.

### OBJECTIVE:

Under the supervision of the President & Chief Executive Officer of the Campaign for Youth Justice (CFYJ), the Governmental Affairs Associate/Director is responsible for developing and managing CFYJ's federal legislative and administrative agenda, coordinating and strategizing with other national juvenile justice organizations, monitoring federal juvenile justice legislation and serving as the main liaison with Congress, the federal executive branch, and with CFYJ's state-based campaigns on legislative and regulatory issues. The specific title of this job will depend on the individual candidates' level of experience.

## **RESPONSIBILITIES:**

The Governmental Affairs Associate/Director will:

1. Initiate, prepare, and promote CFYJ federal legislative and administrative agenda and lead development of congressional and administrative strategy on juvenile justice issues and legislation both internally and with the juvenile justice field.
2. Work closely with CFYJ partner states on state-based legislative and regulatory efforts, including providing strategic and substantive support around changes to state transfer laws and coordinating implementation efforts in the states for relevant federal legislation, particularly in the District of Columbia.
3. Track and strategize around relevant federal legislation, including the Juvenile Justice & Delinquency Prevention Act (JJDP), gang legislation, and other bills that affect youth tried in the criminal justice system, from introduction in Congress through implementation of the legislation in states as appropriate.
4. Respond to time-sensitive requests from Congressional staff, staff in the administration, and CFYJ partner states ranging from responding to e-mails and phone calls to helping coordinate congressional hearings by identifying hearing topics, identifying and suggesting witnesses, drafting testimony, preparing questions for Members and preparing witnesses for hearings.
5. Prepare time-sensitive policy documents to support CFYJ's congressional, administrative, and CFYJ partner states' strategy, such as legislative updates, analysis, fact sheets, sign-on letters, side-by-sides and legislative or regulatory language, for CFYJ and its networks.
6. Identify, develop, and coordinate opportunities to educate and establish relationships with Congressional staff (i.e. one-on-one meetings, briefings, and site visits) and staff in the administration.
7. Work closely, interact often, and coordinate efforts with other national juvenile justice organizations in various coalitions - including National Juvenile Justice & Delinquency Prevention Coalition (NJJDP Coalition) - to provide technical assistance and support to overall juvenile justice advocacy efforts.
8. Provide technical assistance, training and support to CFYJ's state-based campaigns and organizational allies on federal legislative and administrative advocacy strategies.
9. File CFYJ's lobbying reporting forms and campaign contribution forms in a timely, accurate manner.
10. Work as needed on developing DC policy and with DC Council staff in many of the capacities listed above.

## **General Responsibilities for all CFYJ Staff**

1. Supervise CFYJ Fellows as appropriate.
2. Represent CFYJ at national events, conferences and meetings as appropriate.
3. Prepare relevant updates for CFYJ's monthly newsletter and website.
4. Prepare relevant quarterly update for CEO's report to the Board of Directors.

## **EDUCATION**

**Required:** Bachelors Degree

Desirable: Law Degree or Public Policy Masters Degree

## **EXPERIENCE**

**Required:** 3+ years experience working on legislative or regulatory issues as a congressional staffer, a state legislative staffer or for a federal or state agency focused on juvenile justice, a strong interest in youth issues and dedicated to CFYJ mission

**Desirable:** Experience working in a position or organization focused on achieving social justice in general and juvenile justice in particular, substantive knowledge of the juvenile justice or adult criminal justice system, experience managing people

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

## **CORE KNOWLEDGE AND SKILLS:**

- Ability to review legislation and regulatory language & draft legislative and regulatory language;
- Thorough knowledge of the federal legislative process, including the Committee process, and ability to work strategically within this process; ability to work with House and Senate staff from both parties;
- 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;
- Appreciation and respect for diversity; ability to collaborate positively with people from diverse backgrounds;

## **Application instructions:**

Please send a cover letter, resume and writing sample to the selection committee at [clspigel@yahoo.com](mailto:clspigel@yahoo.com) . No phone calls please. The deadline for submitting applications is cob 5pm June 18<sup>th</sup>.

## **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.