

Policy and Legal Research Intern (Unpaid)
Coalition for Juvenile Justice
Washington, DC



About Us:

The Coalition for Juvenile Justice (CJJ) is a nonprofit organization comprising a nationwide coalition of State Advisory Groups (SAGs) and allies dedicated to preventing youth from becoming involved in the courts and upholding the highest standards of care when youth do enter the justice system. CJJ envisions a nation where fewer children are at risk of delinquency and, if they are at risk or involved with the justice system, they and their families receive every possible opportunity to live safe, healthy and fulfilling lives.

CJJ is headquartered in Washington, DC, and works with members across all of the states, territories and DC.

Brief position description:

The Policy and Legal Research Intern will assist with the execution of projects to develop resources and information to support CJJ's federal policy agenda and juvenile justice reform efforts. CJJ has specific goals to advance leadership development and youth involvement, as well as current and growing projects in the following areas, among others: eliminating racial/ethnic disparities, improving outcomes and preventing detention of youth at risk of court involvement, and promoting detention reform and alternatives to detention for youth charged with delinquency.

Candidates are expected to be fast-learners who are flexible and team-oriented, have strong interpersonal skills, and have proficient-to-advanced skills with MS Office suite. Experience with data analysis and familiarity with juvenile justice issues are preferred. The policy analyst/legal researcher will be primarily responsible for researching and producing digests of federal and state juvenile justice statutes and regulations, and may be required to write short products and content on specific juvenile justice related topics.

Major areas of responsibility:

- Research federal and state regulations governing the treatment and disposition of cases involving juveniles in the juvenile court;
- Prepare periodic research summaries for staff as necessary or requested;
- Fact-check and revise a range of products to conform with CJJ style requirements and to ensure accuracy;
- Analyze, synthesize, and summarize dense and complex information accurately, clearly, and within a short time-frame;
- Provide additional project support including but not limited to preparation of PowerPoint presentations;
- and, on occasion, attend relevant meetings, briefings and events for the purposes of taking notes and reporting back to staff.

Like many national nonprofit organizations, CJJ operates in a dynamic environment. Therefore, growth opportunities and responsibilities for this position may evolve in response to new strategic priorities and funding opportunities.

CJJ values diversity in all aspects of its operations and is an Equal Opportunity Employer.

The ideal candidate for the Policy and Legal Research Intern position will possess:

- Bachelor's degree in social sciences, education, social work, law and justice related fields or other relevant fields; preference for J.D. (2L or 3L preferred).
- At least two years' experience researching state and/or federal statutory or regulatory authority, including familiarity with the Congressional Record and THOMAS;
- Ability to write clearly and cogently for a variety of audiences; and
- Prior experience working with a non-profit, advocacy organization or on Capitol Hill preferred.

To apply:

Please send a cover letter, resume, writing sample, and a minimum of three references to info@juvjustice.org. No phone calls please.

Applications will be accepted on a rolling basis.

Questions:

Email info@juvjustice.org