



New Jersey Institute for Social Justice Research and Policy Advocate

The New Jersey Institute for Social Justice seeks a dedicated, creative, social and racial justice-minded person to serve as our Research and Policy Advocate, a unique position that combines conducting rigorous research and policy analysis and carrying out community-driven advocacy campaigns to help advance our mission and innovative agenda.

The Institute's Civic Engagement work seeks to realize the promise of democracy for New Jersey's urban residents and people of color by working to ensure full, equal, and active participation in the electoral process. Over the coming years, the Institute will work to 1) expand the right to vote to people with felony convictions who are in prison, on parole, or on probation; 2) reduce barriers to participation so that all eligible voters are able to cast a ballot; and 3) ensure that communities of color are afforded equal representation in the districting process.

The Research and Policy Advocate will conduct research and policy analysis on issues of civic engagement in New Jersey and will help develop and conduct advocacy and public education strategies to advance the Institute's mission to make the promise of democracy real for people of color in New Jersey.

Roles and Responsibilities:

- Develop and conduct original research, reviews of existing research, and policy analysis pertaining to issues of civic engagement, including voting reforms and the decennial census, particularly as they affect communities of color and urban communities in New Jersey.
- Draft position papers, reports, testimony, data briefs, and advocacy materials pertaining to legislation, administrative rules and regulations, and state and local government policies affecting the Institute's civic engagement work.
- Work with Institute attorneys and staff to develop, incubate, and advocate for bold and innovative policies.
- Research and draft op-eds, online articles, and opinion pieces.
- Engage in public speaking, including with the media and at community events for both expert and lay audiences.

- Work in coalition with partner organizations and community leaders to advance the Institute's mission and civic engagement priorities, including serving as primary liaison with community-based organizations and coalitions.
- Engage in community outreach to identify and deepen relationships with community stakeholders and key policymakers.
- Track national, state, and local developments in civic engagement and voting rights research and policy.

Minimum Requirements:

- Bachelor's degree required; graduate degree in public policy or the social sciences strongly preferred. Equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered.
- Two-three years of experience in civil rights and social justice, public policy, legislative advocacy, community-based policy advocacy and/or organizing.
- Demonstrated ability to build and work effectively with diverse coalitions and community groups and to work across political ideology, race, ethnicity, socio-economic circumstances, religion, gender, and sexual orientation.
- Outstanding research, writing, and oral communication skills; superior attention to detail; ability to work on multiple projects simultaneously; good problem-solving skills and a positive, professional attitude with excellent judgment, flexibility, determination, and grace in a fast-paced office.
- Demonstrated experience conducting policy analysis and research (qualitative and quantitative), as well as using policy analysis and research for public education and policy advocacy purposes.
- Experience in translating technical analyses into compelling advocacy messages is especially preferred.
- Demonstrated familiarity and confidence with reviewing data and statistics on voting and political participation from a variety of sources is preferred.
- Integrity, honesty, and a balanced, non-partisan approach.
- Ability to think creatively and develop new and innovative research, policy, and advocacy strategies.
- The ability to work effectively in a collaborative context, both internally and externally.
- Ability to participate in teams, including a willingness to circulate widely, communicates openly, listen well, and learn from others.
- Excellent judgment and follow through.
- Outstanding interpersonal skills. Tenacity, flexibility, resilience and high energy.
- Demonstrated ability to work effectively in a team approach.

Compensation: This is a full-time, at-will position. Salary is commensurate with experience and includes excellent benefits, including health, a 401(k) plan with an employer contribution, and generous vacation, sick, and holiday leave.

Applications:

Applications will be reviewed beginning the week of July 9, 2018, and will be accepted until the position is filled. Please email your cover letter, resume, two professional writing samples (of different styles) on which you are the primary author, and three professional references to recruitment@njisj.org. Please submit your application materials via Microsoft Word or Adobe PDF. Include all attachments in a single email stating, in the subject line, "Research and Policy Advocate."

About the New Jersey Institute for Social Justice:

The Institute is an equal opportunity employer and values a diverse workforce and an inclusive culture.

The Institute's mission is to empower urban residents to realize and achieve their full potential. Established in 1999 by Alan V. and Amy Lowenstein, the Institute's dynamic and independent advocacy is aimed at toppling load-bearing walls of structural inequality to create just, vibrant, and healthy urban communities. We employ a broad range of advocacy tools to advance our ambitious urban agenda, including research, analysis and writing, public education, grassroots organizing, communications, the development of pilot programs, legislative strategies, and litigation.