



**ASSOCIATE JOB DESCRIPTION**  
**CLOSING DATE: OPEN UNTIL FILLED**

Justice System Partners (JSP) is seeking experienced, talented candidates to fill an associate position with our nonprofit consulting firm.

**About Justice System Partners**

Through innovation and practical strategies and solutions, JSP improves the safety and quality of life for justice-involved individuals and their communities by supporting justice systems in becoming more equitable, effective and humane. We tailor our services to the needs of the jurisdiction or agency and work with our clients to incorporate data-driven, evidence-based management techniques and decision-making processes into their organization to support long-term change. For more information about JSP, visit us at [www.justicesystempartners.org](http://www.justicesystempartners.org).

JSP was founded in 2014 to do important criminal and juvenile justice reform work—work that is led by research, informed by data, and results in measurable change. We are a non-profit, multidisciplinary team committed to assisting justice and community partners with transforming their systems. We help our partners reimagine their work by combining rigorous research, technical assistance, and knowledge of evidence-informed strategies. We infuse creativity, innovation, and passion into our work, taking an integrated approach to system transformation to help our partners operationalize meaningful change. The work we do integrates strategies for improving the functioning of organizations with a focus on staff, structure, processes, and culture; methods for systematically planning, implementing, and measuring change; and the identification of solutions that maximize value for our clients. JSP's talented staff brings practical experience, key competencies, and subject matter expertise to the work of transforming systems to better serve the public. Furthermore, our collaborative approach nurtures engagement, belonging, respect, empathy, and trust.

**Working at Justice System Partners**

We are a small, not-for-profit agency who works closely with our community partners to develop new and innovative ways to understand how to improve the criminal justice system. We have a team of experts that work together to develop effective strategies to help leaders move their agencies and systems forward, bringing practical strategies and solutions to real-world issues. JSP takes an integrated approach to system transformation. Across all of the work we do, we inspire clients to ask fundamental questions that get at the heart of public service, help them design methods for critical inquiry, support them in gathering essential data, and arrive, together, at creative solutions to improve the safety and wellbeing of the people in their communities. Collaboration with local, multi-stakeholder work groups grounds our work in the communities being served, as we believe the best solutions to improving the safety and wellbeing of communities lie within the communities themselves. We support a healthy work/life balance and invest in our staff by engaging them in a wide range of learning opportunities.

**Who are we looking for?**

We are looking for an individual who is passionate about helping criminal and juvenile justice systems move forward through the application of evidence-based practices in real world settings and the development of transformational products for the field.

**What are the job responsibilities?**

The associate provides support for the delivery of in person and remote technical assistance and training to local and state jurisdictions seeking to implement data-driven criminal or juvenile justice policy and practice reforms. Technical assistance may include system assessment, policy analysis and planning; guidance on the use of data to support implementation, policy, and reinvestment decisions; training; staff and leadership coaching; and support of organizational development, collaborative partnerships, and system change. The associate will also convene and coordinate in-person and virtual meetings of elected officials, policy makers, practitioners, researchers, and community members and support their efforts to move toward desired outcomes. Much of the work involves the development and practical implementation of evidence-based policy solutions within politically accountable contexts. The associate's responsibilities will be carried out under the supervision of a JSP principal or senior associate, depending on the project(s).

**What qualifications do you need?*****Minimum qualifications***

- Masters or other advanced degree in a relevant area preferred, or equivalent experience.
- At least two years of experience in public service (government or nonprofit), with preference given to criminal or juvenile justice.
- Experience working with elected officials, senior-level policy makers, corrections and law enforcement officials, the judiciary, legislators, victim advocates, researchers, community members or other key stakeholders.
- Computer proficiency (Microsoft Office products including Word, Excel, Powerpoint, Teams; Zoom videoconferencing).
- Ability and discipline to work remotely.

***Supporting skills and abilities***

The ideal candidate will have the following knowledge, skills, and experience:

- Understand the history of racism inherent in the juvenile and criminal justice systems, and express a commitment to reducing disparities.
- Knowledge and understanding of evidence-based policies, practices, and programs in any of the following areas: pretrial decision-making and services, case processing, prosecution, sentencing, detention facilities, community supervision, and/or behavioral health treatment; and commit to implementing these practices



- Strong writing skills, including the ability to communicate findings effectively to practitioners.
- Ability to conduct policy analysis; assess organizational and systems practices, workflow, and culture; and use data to inform policy recommendations.
- Juggle multiple priorities, think strategically and creatively, adjust to changing circumstances, remain attentive to details, and meet deadlines in a creative, fast-paced action-oriented and collegial environment.
- Implement workplans; establish a systematic course of action to ensure timely completion of assignments; coordinate, schedule and report on progress of projects;
- Express ideas, thoughts and concepts clearly and concisely in a compelling way to convince or assist others, both in writing and orally; ability to write clearly, especially about complex policy and implementation issues; ability and willingness to facilitate difficult conversations with clients including elected officials and community members.
- Troubleshoot opportunities for improvement and implement suggested changes internally to JSP and with client projects.
- Work within diverse, virtual teams to complete tasks, manage timelines, and ensure completion of high-quality and effective work products. Willingness and flexibility to work independently, and within a team.
- Willingness to travel.

### **Position Type**

JSP is currently seeking candidates interested in full-time employment.

### **Salary**

Range is \$70,000 – \$100,000.

### **Location**

The associate will telecommute from anywhere in the United States via Internet and phone. They will be part of a dispersed workforce located throughout the country that interacts within a virtual work environment and travels to work sites on an as-needed basis depending on covid-related restrictions.

### **Commitment to Diversity, Equity and Inclusion**

JSP is an equal opportunity employer, and we are committed to diversity, equity and inclusion. We aim to create a workplace that celebrates diversity and includes perspectives from backgrounds that vary by race, ethnicity, social background, religion, gender, age, disability, sexual orientation, veteran status, and national origin. We seek to continuously challenge ourselves as JSP strives to be an antiracist organization, using its influence to support a culture of learning, empowerment, and equity. Applicants should demonstrate a knowledge of and concern for issues of equity and an



understanding of how disparity influences the experiences of people impacted by the criminal and juvenile justice systems.

**Travel Expectations**

Willingness to travel 50% is expected for full-time positions.

**To Apply**

Send a cover letter and resume to [info@justicesystempartners.org](mailto:info@justicesystempartners.org).