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**WEST VIRGINIA CENTER ON BUDGET AND POLICY**

**Position Title:** Criminal Justice Policy Analyst

The West Virginia Center on Budget and Policy (WVCBP) is a statewide nonprofit, nonpartisan thinktank located in Charleston, WV. Founded in 2007, the WVCBP is a leading voice in West Virginia on research and analysis of state and federal policy issues, as well as an effective advocate for the enactment of policies that help ensure shared prosperity for all of West Virginia’s workers and families.

The WVCBP is seeking a criminal justice policy analyst to assess the state’s current criminal justice landscape and the impacts of potential reforms. The criminal justice policy analyst plays a crucial role in conducting data-driven research and analysis, educating stakeholders including members of the public and elected officials, and advocating for policy reforms to advance equity, safety, and shared prosperity for all West Virginians.

**Duties and Responsibilities:**

* Identifies and helps plan research agenda through collaboration with internal and external partners, including justice-involved West Virginians, to establish evidence base for policy and advocacy;
* Conducts original quantitative and qualitative research on the criminal justice landscape in West Virginia;
* Promotes effective criminal justice policy recommendations that improve the lives of all West Virginians through education and advocacy;
* Authors blogs, op-eds, factsheets, and other materials to support the research and advocacy agenda;
* Communicates research findings to internal and external stakeholders through engagement with media, presentations and meetings with policymakers, and collaboration with advocates and professionals at partner organizations;
* Serves as an expert on criminal justice policy and landscape by meeting with lawmakers, testifying at West Virginia Legislature’s committee meetings when asked, and representing the WVCBP at events;
* Facilitates and maintains relationships with policymakers, legislative staff, state agencies and state-based and national partner organizations;
* Maintains and further expands WVCBP’s coalition relationships in the field by working with stakeholders and building relationships among existing and new advocates;
* Represents WVCBP on designated coalitions and committees and at relevant events;
* Attends conferences, meetings, and trainings to further professional development when appropriate; and
* Collaborates with the WVCBP team to ensure alignment with the whole team on executing policy agendas.

**A Strong Candidate Will Have:**

* A commitment to economic, racial, and social justice;
* Experience producing substantive policy research;
* Excellent writing and presentation skills;
* Enthusiasm for building relationships across West Virginia, particularly with justice-involved West Virginians;
* A minimum of two years of relevant work experience, such as in a relevant government agency, nonprofit policy organization, or a direct service organization. A graduate degree in public policy or related field may be substituted for two years’ work experience;
* Strong written and verbal communication skills with particular attention to maintaining technical accuracy while striving for simple, clear, and efficient expression of information;
* Ability to work within a team; and
* Ability to prioritize work, meet deadlines, and produce quality results on time with attention to detail.

**Position Information and Compensation:**

**Position title**: Criminal Justice Policy Analyst

**Employment Status:** Full time – 40 hours/week  
**Location:** Charleston, WV, but could be remote within West Virginia for a highly qualified candidate

**Compensation:** The annual salary range for this position starts at $50,000 commensurate with experience and qualifications

**Benefits:** This position is eligible for benefits including health insurance, vision, dental, and life insurance, paid holidays, retirement matching, paid sick and vacation days, and paid family and medical leave.

The WVCBP will be accepting candidates for this position through Wednesday, February 16, 2022. Please submit an application packet including a resume and cover letter to [info@wvpolicy.org](mailto:info@wvpolicy.org) with “CJ Analyst” in the subject line.

*The West Virginia Center on Budget and Policy is committed to building a more diverse and inclusive organization to fully represent and engage all West Virginians. Recruiting staff that reflects the diversity of perspectives and experiences of West Virginia is a priority. We strongly encourage applicants from diverse communities, constituencies, and identities, including but not limited to: people of all ethnic/racial backgrounds, people of all gender identities/gender expressions, people with disabilities, justice-involved individuals, and LGBTQ+ persons.*