



## ***Criminal Legal Policy Fellow: Summer 2023***

The West Virginia Center on Budget and Policy (WVCBP) is a trusted source of research and analysis on tax and budget issues that impact all West Virginians. We are working toward a more just and prosperous West Virginia by advocating for progressive policies that remove barriers to well-being and address inequities based on race, income, gender, and region.

The WVCBP seeks a Criminal Legal Policy Fellow for a paid, full-time fellowship during the summer of 2023. The Fellow will research and write about best practices for improving the criminal system, with a focus on the areas of excessive sentences and reducing the harms caused by jails and prisons. The Fellow will:

- Work with people personally impacted by the criminal system;
- Collect data on the criminal system through court records, FOIA requests, academic and online research, and outreach to criminal system stakeholders;
- Write analysis on criminal system policies and best practices;
- Conduct other research and special projects as needed; and
- Author (or co-author) at least one blog or publication on criminal legal policy

### **Who You Are:**

- Passionate about reforming the criminal legal system in West Virginia;
- A creative researcher able to problem solve and work independently;
- A strong writer/editor, with attention to detail;
- Possess excellent organizational and communication skills; and
- Proficient with Microsoft Office, especially Word and Excel

**We encourage people who have been personally affected by the criminal system to apply.**

### **Compensation and Fellowship Details:**

The WVCBP offers summer fellowships paid at \$20.00 per hour. A typical fellowship runs for 10-12 weeks from mid-May to early August. Fellowships are full time at 37.5 hours per week and include two paid holidays, three paid vacation days, and one sick day.

**Application Process:**

To apply, please submit your application packet to [info@wvpolicy.org](mailto:info@wvpolicy.org) with the subject line "Criminal Legal Policy Fellow" by Wednesday, February 15, 2023. Packet should include:

- Resume;
- Cover letter; and
- Writing sample - this could be a class assignment or project written for a previous employer. If you do not have an existing writing sample, you can submit a short writing sample of no more than 500 words structured as an opinion essay focusing on a criminal legal issue in West Virginia.

**Interviews will be conducted between February 20-28 and final decisions will be made by Wednesday, March 8, 2023.**

*The WV Center on Budget and Policy is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, criminal history, or other legally protected characteristics.*