



PRISON LAW OFFICE

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www.prisonlaw.com

The Prison Law Office seeks to fill a part-time position for a policy associate in its Berkeley, CA office.

About the Prison Law Office

The Prison Law Office, a non-profit public interest law firm, has been in the forefront of legal efforts to enforce the constitutional rights of people who are incarcerated for over 40 years. Our staff attorneys represent individuals, engage in impact litigation, educate the public about prison and juvenile detention conditions, advocate for legislative and regulatory reforms, and provide technical assistance to attorneys and policymakers throughout the country.

Job Responsibilities

The policy associate will support the work of the Staff Attorney who is the Youth Justice Policy and Projects Manager. The work will relate to parole reform and implementation, legislative and regulatory advocacy, local county reforms, and other related projects. The policy associate's work will include, but not be limited to:

- Analyzing proposed legislation and tracking bill progress.
- Writing letters of support and opposition for legislation.
- Attending stakeholder meetings and preparing minutes.
- Researching best practices to best empower and serve vulnerable populations.
- Administrative tasks that support the work of the Youth Justice Policy and Projects Manager.

Qualifications

We are seeking candidates who have a passion for advancing the rights of incarcerated people and a demonstrated commitment to racial equity. Candidates should also have:

- Knowledge of the youth and criminal justice system in California, including recent reforms
- Strong critical thinking, research, analysis, writing, and communication skills
- Strong organizational skills and ability to manage multiple projects
- The ability to work independently and take initiative
- Excellent relationship building skills
- Experience building partnerships across a variety of interest groups.
- Knowledge of Microsoft Office and G(oogle) Suite

Preferred Qualifications

- Three or more years of relevant life and/or policy experience
- Personal experience or familiarity with the impacts of incarceration
- Experience with legal research

Compensation

Salary will be pro-rated up to 0.5 FTE based on annual salary of 48-55K FTE, commensurate with experience.

Apply Now:

Applications will be accepted and interviews conducted on a rolling basis. Only candidates who are selected for an interview will be contacted.

To apply, send a cover letter, resume, legal or policy writing sample (if available), and three references to Lynn Wu, lwu@prisonlaw.com, with "Policy Associate Application" in the subject line. The cover letter should include how your experience makes you qualified for this position and why you are interested in this position. If you are not submitting a writing sample, please explain why you are unable to do so in your cover letter.

The Prison Law Office is a 501(c)(3) non-profit organization and an equal opportunity, fair chance, affirmative action employer, committed to building a diverse and inclusive workforce. All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, current employment status, or caregiver status.