



Job Description: Policy Fellow

Position Overview

CCBF is seeking a Policy Fellow for a one year position starting in September 2020. The Fellow will be part of an active, grassroots effort to end the use of money bond and pretrial incarceration in Cook County and Illinois. They will work with CCBF's staff, volunteers, and coalition partners to advance a campaign for pretrial justice in 2020 and beyond. This is an entry-level position for someone with some prior experience or training in policy, advocacy, movement lawyering, and/or community organizing.

This role requires significant interest in and some existing comfort with criminal legal system policy. *Recent law school graduates awaiting bar admission and other recent graduates are encouraged to apply. Please note there are no specific educational requirements for this position, but either training or past experience in law or policy is necessary.* As part of a small staff, the Policy Fellow is required to be flexible, including occasionally handling administrative and other miscellaneous tasks on an as-needed basis.

Responsibilities

- Supporting the policy advocacy elements of CCBF's campaigns, including:
 - Representing CCBF in meetings with legislators and other policymakers, community groups, and diverse other partners;
 - Research and writing regarding law and policy;
 - Developing educational materials for the advocacy campaign and general use;
 - Serving as a resource on legislative and other policy matters for partners;
 - Sharing responsibility for press and communications, including creating social media content, drafting press releases, writing op-eds, and coordinating media interviews with partners;
 - Speaking publicly on behalf of CCBF at workshops, panels, and other events;
- Coordinating with other staff and volunteers regarding other areas of CCBF's work as needed, such as for fundraising purposes; and
- Attending and participating in regular staff and volunteer meetings.

Requirements

- Training or past work experience in policy or the law, which could include advanced degrees in law, public policy, or social work and/or work experience;
- One year or more of experience working with a grassroots criminal legal system reform effort;
- Moderate experience in at least one of the following areas: community organizing, communications, legal advocacy, lobbying, or working with formerly incarcerated individuals and/or communities impacted by criminalization;

- Deep familiarity with arguments for and against incarceration, including the prison abolition movement;
- Strong project management skills and ability to work collaboratively in a fast-paced campaign environment; and
- Excellent writing and public speaking skills.

Salary and Benefits

CCBF's Policy Fellow will be based in Cook County at CCBF's office at the Westside Justice Center, though CCBF is currently working remotely due to the COVID-19 pandemic. This is a full-time, salaried position with some evening and weekend hours required. This position has a one-month introductory period. The fellowship period lasts for one year with the possibility of hiring into a staff role at the fellowship's end. The salary range for this position is \$47,500-\$50,000 annually. Compensation is based on experience and includes Blue Cross Blue Shield health insurance and generous paid time off policies. Start date is September 14, 2020 or as soon thereafter as possible.

Reports to: Executive Director

Application Process

Please send your resume and a detailed cover letter explaining your interest in the position as a single PDF to hire@chicagobond.org. Applications will be accepted and reviewed on a rolling basis, but candidates are encouraged to apply by July 31, 2020 to receive priority consideration. This position is open until filled.

CCBF is an equal opportunity employer. Black, Indigenous, Latinx, and other People of Color, women, LGBTQI-GNC people, formerly incarcerated and other people who have been directly impacted by criminalization are strongly encouraged to apply.