COLLATERAL CONSEQUENCES RESOURCE CENTER

 POSITION DESCRIPTION

JOB TITLE: CCRC Deputy Director

DEPARTMENT: Collateral Consequences Resource Center

REPORTS TO: CCRC Executive Director

 FLSA STATUS: Exempt

DEADLINE: Applications will be accepted on a rolling basis until August 1, 2022

ORGANIZATION DESCRIPTION: The Collateral Consequences Resource Center is a nonprofit organization established in 2014 to promote public engagement on the myriad issues raised by the collateral consequences of arrest or conviction.  CCRC provides news and commentary about this dynamic area of the law, and a variety of research and practice materials aimed at legal and policy advocates, courts, scholars, lawmakers, and those most directly affected by criminal justice involvement.  It provides technical assistance to advocates and lawmakers in support of state reform efforts, participates in [court cases](http://ccresourcecenter.org/resources-2/briefs-case-materials/) challenging specific collateral consequences, and collaborates with other organizations in reporting on such issues as court debt as a barrier to record clearing and exclusion of convicted individuals from jury service. Most recently, through its Fair Chance Lending Project, CCRC has advocated for the elimination of criminal record restrictions in federally guaranteed small business loans and federal contract set-aside programs. CCRC and its staff also engage with [social media](https://twitter.com/CCRC_Official) and journalists on these issues.

CCRC’s single most widely used resource is its [Restoration of Rights Project (RRP)](http://restoration.ccresourcecenter.org/), which describes and analyzes the various laws and practices relating to criminal record relief in each U.S. jurisdiction. In addition to detailed state-by-state profiles covering restoration of civil rights, pardon, record-sealing, and fair employment and licensing, the RRP includes a series of 50-state comparison charts and periodic surveys of new enactments that make it possible to see national patterns and emerging trends. CCRC also publishes quarterly and year-end summary [reports](http://ccresourcecenter.org/topics/reports/) on new legislation based on RRP data, and an [overview](http://ccresourcecenter.org/wp-content/uploads/2017/10/Forgiving-Forgetting-CCRC-Aug-2018.pdf) of all record relief laws and policies in each U.S. jurisdiction, making it easy to see overall patterns and emerging trends. Its most [recent report](http://ccresourcecenter.org/2020/02/17/ccrc-publishes-report-on-criminal-record-reforms-enacted-in-2019/) describes criminal record reforms enacted in 2021, and it has published state-specific studies of barriers to access in record-clearing laws.

POSITION SUMMARY: The CCRC Deputy Director will work with the Executive Director in all aspects of CCRC’s program and take responsibility for specific projects as agreed upon. The Deputy Director will have primary responsibility for maintaining the Restoration of Rights Project, and for producing its annual reports on new legislation and issue-specific reports based on RRP research. In conducting legal research, preparing reports, and responding to inquiries, the incumbent will have a unique opportunity to guide the development of law and policy in this important area.

The CCRC Deputy Director is a full-time remote position and may be particularly attractive to individuals seeking a flexible work schedule. Compensation is negotiable depending on experience, and an early start date is desirable.

QUALIFICATIONS

EDUCATION and EXPERIENCE:

* Graduate degree in law or public policy
* Familiarity with the legislative process
* Familiarity with criminal law and procedure
* Proven research and writing skills

TECHNICAL SKILLS:

* Solid Microsoft Office skills
* Strong internet research skills
* Experience with WordPress programs desirable

TO APPLY: Submit the following materials to margaretlove@pardonlaw.com

* Cover letter
* Resume
* Writing sample
* List of three references