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

**POSITION SUMMARY**: The Collateral Consequences Resource Center is seeking an enterprising and committed individual with strong technical skills to serve as its next [Deputy Director.](https://ccresourcecenter.org/wp-content/uploads/2022/06/CCRC.DeputyDirector.6.14.2022.-.docx) The incumbent will work with the Executive Director in all aspects of CCRC’s program, and will have primary responsibility for maintaining the Restoration of Rights Project (RRP) and preparing its various derivative reports. The RRP describes and analyzes the various laws and practices relating to criminal record relief and restoration of rights in each U.S. jurisdiction, and it is CCRC’s single most widely used resource.  A unique national inventory kept current in real time, the RRP attracts thousands of visits to the CCRC website each day.  Its maintenance requires strong research skills, meticulous analysis of complex statutes, and a passion for issues relating to restoration of rights after arrest or conviction.

In producing the annual reports on new legislation and issue-specific analyses of current trends based on RRP research for which CCRC is best known, its Deputy Director will have an incomparable opportunity to guide the development of public policy in this important emerging area of the law. The position also offers opportunities to publish scholarly articles and participate in academic conferences.

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. 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.

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. An early start date is desirable, and a limited-term tenure may be possible.

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 legal research and analytical skills
* Experience analyzing statutes and regulations
* Knowledge of WordPress programs desirable

TO APPLY: Submit the following materials to [margaretlove@pardonlaw.com](mailto:margaretlove@pardonlaw.com)

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