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 until the position is filled.

**POSITION DESCRIPTION**: The Collateral Consequences Resource Center is seeking an enterprising and committed individual with strong technical skills to serve as its next Deputy Director. The incumbent will work with the Executive Director in all aspects of CCRC’s program, and they will have primary responsibility for maintaining the [Restoration of Rights Project](https://restoration.ccresourcecenter.org/) (RRP), including preparing its various derivative reports for which CCRC is best known. The RRP is a unique national inventory of laws and practices relating to criminal record relief and restoration of rights in each U.S. jurisdiction, which attracts thousands of visits to the CCRC website each day. Keeping the RRP current in real time requires strong research skills, patience and attention to detail in analyzing 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, the Deputy Director will have an incomparable opportunity to guide the development of public policy in this important emerging area of the law. The Deputy Director will be responsible for developing other aspects of CCRC’s work and will have 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. In addition to maintaining the Restoration of Rights Project, CCRC 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](https://ccresourcecenter.org/wp-content/uploads/2022/06/Report-High-Cost-of-Fresh-Start.pdf) 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
* Legal research and writing experience

TECHNICAL SKILLS:

* Solid legal research and writing skills
* Attention to detail in analyzing complex 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