



CENTER FOR  
**PUBLIC JUSTICE**

**Director of Student and Early Career Engagement**

**AVAILABLE IMMEDIATELY**

**Full-Time**

**Based in Washington, DC**

Position Description

The Center for Public Justice (CPJ) seeks a Program Director responsible for leading the strategy and execution of all aspects of the Center for Public Justice's program for college students and young professionals. CPJ equips Christian young professionals with the framework, tools, mentorship, and learning community needed for a sustained commitment to civic engagement and advocacy in their communities. CPJ also supports academics, pastors, and other individuals engaged in forming young adults as citizens. The Director is responsible for setting strategy and executing core programming for the annual Hatfield Prize research award, the Civitas Fellowship for Congressional Staffers, an online publication featuring articles written for and by young adults, virtual and in-person events with college students, and CPJ's paid internship program.

This position reports directly to the CEO, is responsible for supervising interns, and is supported by and collaborates closely with CPJ's communications and development teams.

The Center for Public Justice

CPJ is a nonpartisan, independent, Christian civic education and policy organization whose mission is to serve God by equipping citizens, developing leaders, and shaping policy to advance justice for the transformation of public life. A commitment to Christ in all that we do is essential to the fulfillment of CPJ's mission, therefore any interested candidate must be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ.

Key Responsibilities

- Set strategic direction for CPJ's student and early career programs and ensure alignment with CPJ's mission to equip citizens, develop leaders, and shape policy;
- Build and maintain partnerships with faculty, administrators, bipartisan policy partners, faith-based networks, and peer organizations;
- Lead the Civitas Fellowship for Congressional staff, a program for early-career congressional staffers, including recruitment, curriculum development, leading seminar-style discussions, connecting staffers to CPJ resources, and hosting events for Civitas Fellows alumni.

- Lead CPJ's Hatfield Prize program, an annual research award for three undergraduate student-faculty pairs, overseeing recruitment and program design; coordinate with the Communications Director and Managing Editor on editorial work with authors and promotional strategy;
- Coordinate with CPJ's Communications Director and Managing Editor on content strategy, author recruitment, and the editorial processes for CPJ's online publications;
- Lead CPJ's internship program for undergraduate, law, and seminary student interns, working closely with Washington, D.C.-semester internship programs and CPJ staff to identify and place interns on CPJ's team; lead orientation and onboarding, and lead our seminar style course – PJ 101 – for interns each semester on public justice and application to current public policy;
- Represent CPJ alongside external partners by designing, facilitating, and/or participating in workshops, keynotes, and panel discussions on the intersection of faith and political engagement;
- Responsible for drafting, managing, and reporting on program budget;
- In collaboration with CPJ's Development Director, support program development work, including individual fundraising efforts and grant proposal development, management, and reports;
- Manage contacts through CPJ's CRM system, documenting relationships connected to student and early career programs, helping connect contacts to CPJ's work overall.

**Persons applying for the position should:**

- Have a personal, active and demonstrable commitment to Christ, support CPJ's mission, and uphold the commitments in the Theological Basis and Standards of Conduct as articulated in CPJ's Employee Handbook;
- Have knowledge of the inner workings of Capitol Hill and the legislative process;
- A demonstrable understanding of the Reformed theological tradition and familiarity with its expression in the concept of public justice;
- Possess excellent interpersonal, editing, writing and communication skills;
- Be an organized self-starter, able to help people and systems advance simultaneously to achieve goals;
- Be able to manage multiple tasks simultaneously, some of which require a planning process and others that often require quick turnaround;
- Be a collaborator with internal and external teams;
- Comfort with and ability to use CPJ's CRM platform;
- Hold at minimum a Bachelor's degree.

**Ideal candidates will also possess these attributes:**

- Experience working with college students and recent graduates;
- Knowledge of and/or experience with faith-based public policy or advocacy.

## Salary and Benefits

The annual salary range for this position is \$62,000 - \$72,000 depending on experience and skill. CPJ offers a generous benefits package which includes: 100% paid health and dental insurance; 16 paid holidays; 2 weeks paid discretionary leave (3 weeks after the first year employment), paid family medical leave and a flat/non-matching employer contribution to a 403(b) retirement plan of 3% of the annual salary. This position is hybrid-eligible, meaning up to two weekly telework days (Mondays and Fridays) are available for this position. CPJ has daily core hours from 10am - 3pm Eastern, which means the Director is eligible to request a formal flexible work agreement for the remaining daily hours.

## Application Process

Applicants should submit a cover letter, a current resume, and at least four references with contact information including name, relationship, address, email and telephone numbers. Three professional references and one character reference who can speak to the candidate's spiritual maturity are requested.

Inquiries and application materials should be sent via email (with the resume as a Word or PDF attachment) to the contact below, referencing "Director of Student and Early Career Engagement" in the subject line. **No paper applications or phone calls please.**

Upon submission of the required application materials, qualified candidates will be asked to review the Theological Basis and Standards of Conduct. Prior to setting up an interview, qualified candidates will be asked to affirm that they will uphold these standards if they are selected for the position.

## Submit Application Materials to:

Ally Harnsberger  
[hr@cpjustice.org](mailto:hr@cpjustice.org)