



CENTER FOR  
**PUBLIC JUSTICE**

**Policy Associate**  
**Full-Time**  
**Based in Alexandria, VA**

Position Overview

The Policy Associate will support the Director of Family and Caregiving Policy in advancing policy initiatives related to family, caregiving, and public justice. This role involves conducting policy research, drafting reports and communications, engaging with stakeholders, and assisting in programmatic and advocacy efforts. The ideal candidate will have strong research and writing skills, a keen understanding of public policy, and a commitment to advancing family and caregiving policies within a framework of public justice.

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

- **Research & Analysis:** Conduct policy research and analysis on issues related to family and caregiving policy, including legislation, regulations, and emerging trends.
- **Writing & Communication:** Draft policy briefs, reports, fact sheets, blog posts, and other communications materials to inform internal and external audiences.
- **Legislative & Advocacy Support:** Track legislative developments, assist in developing advocacy materials, and support engagement with policymakers and coalition partners.
- **Stakeholder Engagement:** Assist in coordinating meetings, events, and convenings with policymakers, partner organizations, and community stakeholders.
- **Administrative Support:** Provide logistical and administrative support for policy initiatives, including scheduling, preparing materials, and maintaining records.
- **Program Assistance:** Support the implementation of policy programs and initiatives led by the Director of Family and Caregiving Policy.

- Event & Outreach Support: Assist in planning public events, webinars, and forums that advance policy conversations on family and caregiving.

Persons Applying for This 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.

Compensation & Benefits

The annual salary range for this position is \$57,000 - \$65,000 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.

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 "Policy Associate" 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)