



Policy Associate, Faith-Based Policy and Research
Full-Time
Based in Alexandria, VA

Position Description

The Policy Associate supports the Director of Faith-Based Policy and Research in advancing CPJ's faith-based policy and institutional religious freedom initiatives through stakeholder engagement, coalition support, policy research, writing, and program coordination. This role is designed to help translate strong policy thinking into meaningful relationships, effective collaboration, and sustained momentum with policymakers, faith-based organizations, coalition partners, and other strategic stakeholders.

This position plays an important role in helping CPJ advance its mission by strengthening external engagement, supporting policy initiatives, and ensuring consistent follow-through on projects and partnerships. The ideal candidate will bring strong interpersonal and communication skills, good judgment, a high degree of initiative, and the ability to help people and systems move forward together. This person should be energized not only by policy substance but also by the relational and operational work necessary to advance policy goals in practice.

The Center for 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

Stakeholder Engagement and Coalition Support

- Support the Director of Faith-Based Policy and Research in building and maintaining relationships with policymakers, coalition partners, faith-based organizations, and other key stakeholders

- Help coordinate ongoing communication and follow-through with external partners and collaborators
- Assist in cultivating and sustaining coalitions and strategic relationships that advance CPJ's policy priorities
- Support meetings, briefings, convenings, and other engagement opportunities with policymakers and partners
- Help ensure that stakeholders experience CPJ as thoughtful, responsive, well-organized, and constructive in its engagement

Policy Research and Analysis

- Conduct policy research and analysis on issues related to faith-based organizations and institutional religious freedoms, including legislation, regulations, legal developments, and emerging trends
- Monitor policy developments and identify opportunities, risks, and implications relevant to CPJ's work
- Support the Director in synthesizing research and policy developments for internal planning and external engagement
- Contribute to the development of materials that help CPJ communicate policy insights clearly and persuasively

Writing and Communication

- Draft policy briefs, reports, fact sheets, blog posts, talking points, correspondence, and other communications materials for internal and external audiences
- Assist in preparing advocacy materials and background resources for meetings, events, and strategic outreach
- Support the development of communications that translate policy analysis into accessible and compelling language for varied audiences
- Edit and refine written materials for clarity, accuracy, tone, and consistency with CPJ's mission and framework of public justice

Legislative and Advocacy Support

- Track legislative and regulatory developments relevant to CPJ's faith-based policy and research work
- Assist in preparing materials and logistical support for advocacy efforts and policy engagement
- Support outreach and relationship management with policymakers, agency staff, coalition partners, and allied organizations
- Help ensure timely execution and follow-through on policy-related meetings, requests, and commitments

Program and Project Coordination

- Support the implementation of policy programs and initiatives led by the Director of Faith-Based Policy and Research

- Help manage timelines, scheduling, meeting preparation, records, and internal coordination for policy initiatives
- Maintain organized systems for tracking engagement, deliverables, and next steps
- Provide logistical and administrative support that enables the work of the team to move forward effectively
- Assist in identifying and removing barriers that may slow progress on team priorities

Event and Outreach Support

- Assist in planning and supporting public events, webinars, forums, and convenings that advance policy conversations on faith-based organizations and institutional religious freedoms, in coordination with CPJ's Communications team
- Provide event design, including logistics, participant communication, materials, and follow-up to be operationalized by CPJ's Engagement and Events Manager
- Support outreach strategies that help events contribute to deeper engagement, stronger partnerships, and policy traction
- Help ensure that CPJ's policy-related events are well-executed, hospitable, and aligned with organizational goals

Qualifications

- 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;
- Familiarity with and commitment to the neo-Kuyperian theological tradition and the social and political understandings and the principled pluralism commitments of this tradition
- An understanding of faith-based organizations and the role they play in the United States
- 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;
- Familiarity with Google Suite and other online tools such as Zoom
- Commitment to use CPJ's CRM platform;
- A minimum of a Bachelor's degree in public policy, U.S. history, law, legal studies, non-profit management, or a similarly related field.

Preferred Characteristics

- Experience supporting coalition-based work, stakeholder engagement, advocacy, or public policy initiatives
- Ability to build trust and maintain productive working relationships across a range of audiences and viewpoints

- Demonstrated initiative and follow-through in moving projects, partnerships, and communications forward
- Ability to translate complex policy issues into accessible language and actionable next steps
- A strong service orientation and the ability to support the work of others while maintaining momentum on multiple priorities

Salary and Benefits

The salary range for this position is \$53,000 - \$58,000, depending on experience and skill.

CPJ offers a generous benefits package, including:

- 100% paid medical, dental, and vision insurance
- Short- and long-term disability insurance and Employee Assistance Program (EAP)
- 16 paid holidays
- Paid family medical leave
- Two weeks of paid discretionary leave (three weeks after the first year of employment)
- A flat/non-matching employer contribution to a 403(b) retirement plan of 3% of annual salary

This position is hybrid-eligible, with up to two weekly telework days (Mondays and Fridays). CPJ has daily core hours from 10:00 AM–3:00 PM Eastern; the Policy Associate may require a formal flexible work agreement.

To Apply

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 "FBPR 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