



CENTER FOR  
**PUBLIC JUSTICE**

**Civitas Fellowship Manager**  
**Available Immediately**  
**Full-Time**  
**Based in Alexandria, VA**

## **Position Description**

The Center for Public Justice (CPJ) seeks a Civitas Fellowship Manager responsible for the day-to-day management and execution of the Civitas Fellowship for early-career Congressional Staff. The Civitas Fellowship is a Christian formation pathway for early-career Hill staffers, exploring the “what” and “how” of Christian public service. Over 10 sessions offered in the Spring, Summer & Fall, Civitas Fellows gather for weekly dinner meetings featuring seminar-style discussions rooted in Christian political thought, practical workshops, and bipartisan community-building across the aisle.

The Civitas Fellowship Manager is responsible for the full program lifecycle: recruiting each cohort of Fellows, managing logistics and event coordination, facilitating or co-facilitating seminar discussions, cultivating the Civitas alumni community, and representing the program to external partners. This role also provides support to CPJ’s broader student and early career programming as needed.

This position reports to the Director of Student and Early Career Engagement and collaborates closely with CPJ’s communications and development teams.

The Center for Public Justice 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**

### **Civitas Fellowship Program Management**

- Lead all aspects of Civitas Fellowship execution for both the Spring, Summer, and Fall cohorts, including timeline planning, scheduling, venue coordination, and logistics for weekly evening dinner meetings in the Capitol Hill neighborhood;

- Develop and manage a robust recruitment strategy to identify and enroll early-career congressional staffers each semester, leveraging networks across both parties and multiple faith traditions;
- Facilitate or co-facilitate weekly seminar-style discussions with Fellows, creating an environment of honest inquiry, mutual respect, and bipartisan dialogue rooted in Christian conviction;
- Design and lead practical workshops and exercises that help Fellows connect Christian public justice principles to their day-to-day roles as Hill staffers;

#### Alumni and Community Engagement

- Cultivate and maintain an active Civitas alumni community by hosting events, facilitating ongoing connection among alumni, and linking former Fellows to CPJ resources and publications;
- Build and maintain relationships with bipartisan Hill offices, faith-based networks, and peer organizations to deepen CPJ's presence on Capitol Hill;
- Represent CPJ alongside external partners by participating in or facilitating panels, workshops, and convenings at the intersection of faith and public service;

#### Administration and Operations

- Manage program budget, including drafting, tracking expenditures, and providing timely reports to the Director of Student and Early Career Engagement;
- Maintain accurate and up-to-date records of Civitas Fellow contacts and alumni in CPJ's CRM system, connecting them to CPJ's wider work and network;
- Assist with CPJ's broader student and early career programs, including events and intern programming, as directed by the Director of Student and Early Career Engagement.

## Qualifications

#### **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 congressional legislative process, ideally through direct experience working in or with Hill offices;
- Possess a demonstrable understanding of the Reformed theological tradition and familiarity with its expression in the concept of public justice;
- Demonstrate strong interpersonal skills, with the ability to build trusted relationships across partisan and denominational lines;
- Possess excellent written and verbal communication skills, including the ability to lead engaging group discussions;
- Be an organized self-starter with strong project management skills, able to run multiple program cycles simultaneously while meeting deadlines;
- Be a collaborative team player, working effectively with internal staff and external partners;

- Have comfort with and the ability to use a CRM platform for contact management and reporting;
- Hold at minimum a Bachelor's degree.

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

- 1–2 years of experience in program coordination, fellowship management, or a related role;
- Experience working in or around Capitol Hill, including in a congressional office, think tank, or advocacy organization;
- Knowledge of and/or experience with faith-based public policy, civic education, or advocacy;
- Familiarity with Christian political thought and the works of authors central to CPJ's curriculum (e.g., Abraham Kuyper, Jim Skillen, Richard Mouw).

## **Salary and Benefits**

The annual salary range for this position is \$57,000 - \$67,000, 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 of 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. CPJ has daily core hours from 10 am–3 pm Eastern, and the Manager 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 "Civitas Fellowship Manager" 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 selected for the position.

Submit Application Materials to:

Ally Harnsberger  
hr@cpjustice.org