



Director of Student & Emerging Leaders

Full-Time

Based in Alexandria, VA

Position Description

The Center for Public Justice (CPJ) seeks a Director of Students & Emerging Leaders to lead CPJ's student and early career engagement across all program areas, including direct management of the Civitas Fellowship for early-career congressional staff and the CPJ internship program. CPJ equips Christian young professionals with the framework, tools, mentorship, and learning communities needed for a sustained commitment to civic engagement and advocacy in their communities.

The Director is the relational bridge connecting faculty, institutional leader of civil society, students, early career professionals, and congressional staffers, across a variety of school traditions and contexts, to the work of CPJ. Additionally, the Director of Students & Emerging Leaders will be a key ambassador of CPJ's work by teaching, training, and speaking on behalf of CPJ on college campuses. The role also serves as a cross-functional catalyst, helping each program team integrate student formation and equipping into its work. The ultimate goal is for young people to connect with CPJ's work and be inspired by its vision of a more hopeful and just public life.

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, and 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 Director is responsible for the full Fellowship lifecycle, from recruitment through alumni engagement.

This position reports directly to the Vice President of Programs and supervises CPJ interns. It involves some travel, including attendance at key student conferences and events on college campuses and local travel for Civitas sessions on Capitol Hill. The role is supported by and collaborates closely with CPJ's Communications, Development, and program 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

Student and Early Career Engagement

- Serve as a galvanizing, cross-functional connector, working with each CPJ program area to identify and integrate opportunities for student formation and equipping into its work.
- Build and steward relationships with faculty, institutional leaders, bipartisan policy partners, faith-based networks, and peer organizations across a variety of school traditions and contexts, including campus engagements, teaching and formation opportunities, and representing CPJ in institutional settings.
- Serve as the primary bridge connecting academics, faculty, emerging leaders, early-career congressional staffers, and students to CPJ's programs and resources.
- Help connect students and faculty to Hatfield Prize and Ink and Impact opportunities, in coordination with CPJ's Managing Editor, who leads these programs.
- Travel to and represent CPJ at key student conferences and events on college campuses and at gatherings for emerging leaders early in their careers.
- Represent CPJ alongside external partners by designing, facilitating, and/or participating in workshops, keynotes, panels, and convenings on the intersection of faith and political engagement or public service.

Civitas Fellowship Program Management

- Lead all aspects of Civitas Fellowship execution for 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 recruitment strategy to identify and enroll early-career congressional staffers each cohort, 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.

- 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 to deepen CPJ's presence on Capitol Hill.

Internship Program

- Lead CPJ's internship program for undergraduate, law, and seminary student interns, including recruitment, placement, orientation, and onboarding, working closely with Washington, D.C.-semester internship programs and CPJ staff.
- Supervise CPJ interns.
- Facilitate PJ 101, CPJ's seminar-style course for interns each semester on public justice and its application to current public policy.

Administration and Operations

- Draft, manage, track expenditures against, and report on the program budget, including the Civitas Fellowship.
- Manage contacts through CPJ's CRM system, documenting relationships connected to student and early career engagement (including Civitas Fellows and alumni) and 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.
- Be a strong galvanizer with excellent relational stewardship skills, able to build authentic connections and trusted relationships with faculty, institutional leaders, students, and early career professionals across diverse school traditions and across partisan and denominational lines.
- Have a demonstrable understanding of the Reformed theological tradition and familiarity with its expression in the concept of public justice.
- 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 excellent interpersonal, editing, writing, and verbal communication skills, including the ability to lead engaging group discussions.
- Be an organized self-starter with strong project management skills, able to help people and systems advance simultaneously and to run multiple program cycles at once while meeting deadlines.
- Be able to manage multiple tasks simultaneously, some requiring a planning process and others requiring quick turnaround.

- Be a collaborator with internal and external teams.
- Be willing and able to travel periodically for conferences, campus visits, and events.
- Have comfort with and the ability to use CPJ's CRM platform for contact management and reporting.
- Hold at minimum a Bachelor's degree.

Ideal Candidates Will Also Possess

- Experience working within higher education.
- Experience working with college students and recent graduates.
- 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.
- Knowledge of and/or experience with faith-based public policy, civic education, or advocacy.
- Familiarity with CPJ's distinctive theological tradition.

Salary and Benefits

The annual salary range for this position is \$75,000 - \$85,000 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 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 & Emerging Leaders" 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. We will acknowledge receipt of your materials; please no email or phone call follow-ups.