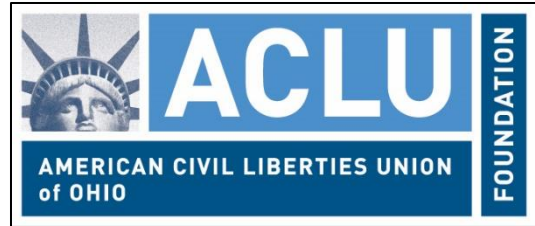


JOB TITLE: Policy Researcher
REPORTS TO: Senior Policy Director
DEPARTMENT: Policy
LOCATION: Cleveland or Columbus
FLSA STATUS: Non-exempt
DATE: 2017-04-17



POSITION SUMMARY: One-year grant-funded position to research, analyze, and report on, practices around fines and fees in mayor's courts across Ohio as part of the ACLU's mission to expand and defend Ohioans' civil liberties.

RESPONSIBILITIES:

Conduct and report research on how fines and fees are handled in mayor's courts

- Develop a strong knowledge of issues and campaign
- Utilize various resources, such as legal, legislative, and social science writings, to conduct research
- Draft and manage records requests
- Interview and screen impacted individuals
- Evaluate policies, reports, and audits
- Analyze information to identify trends and interests
- Assist senior staff in developing talking points, policy positions, and publications
- Write about issue campaigns to educate and activate supporters, coalition partners, and stakeholders
- Coordinate special projects as assigned by senior staff
- Act as lead author of summaries, analyses, briefings and reports on findings regarding how mayor's court use fines and fees

MINIMUM QUALIFICATIONS:

- Proficiency with web navigation, Microsoft Office, and all basic office functions
- Excellent written, oral, computer, and organizational skills
- Experience in legal writing and research
- Experience in policy and bill analysis
- Ability to handle research projects without excessive supervision and an interest in legal education
- Ability to manage multiple tasks with minimal supervision and to effectively delegate tasks to others
- Ability to evaluate data
- Ability to provide staff support to committee meetings and to provide volunteers with assistance and courtesy in their efforts
- The ability to write summaries
- Strong commitment to social justice and civil liberties issues
- About 40 hours per week. Some evening and weekend work is required.

- Applicants must have a reliable vehicle, a valid driver's license, and an excellent driving record. The position may require travel outside the Cleveland area. The organization conducts a driving record check.

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Creativity and initiative
- Team player

ESSENTIAL FUNCTIONS:

- Ability to drive, and have access to, a car
- Communicating effectively with people in person, and via telephone, fax, and email
- Using a computer to create written communication

NON-ESSENTIAL FUNCTIONS:

- Ability to lift and carry 25 pounds

EEO/AA STATEMENT

The American Civil Liberties Union of Ohio is committed to nondiscrimination, equal opportunity and affirmative action in its employment, delivery of legal and educational services, and relationships with vendors and contractors. The organization will not tolerate discrimination with regard to race, color, national origin, gender, religion, age, disability, sexual orientation, gender identity, gender expression, or marital or family status.

The ACLU of Ohio acts affirmatively to meet both the spirit and the letter of applicable polices and laws and to value and respect the diverse population it serves in Ohio.