



POSITION TITLE

Policy Reform Volunteer

POSITION PURPOSE AND ESSENTIAL DUTIES

The Northern California Innocence Project (NCIP), a clinical program of Santa Clara University School of Law, seeks a Policy Reform Volunteer to work with NCIP's policy team on legislation and other initiatives that address the causes and consequences of wrongful conviction. NCIP's mission is to promote a fair, effective and compassionate criminal justice system and protect the rights of the innocent. Reporting to the Policy Liaison, the policy reform volunteer is a summer, 20+ hours/week position. The volunteer will work directly with members of the policy team to:

- Assist with a broad set of activities that support policy advancement at the California state level, such as legislative research, legislative briefing/hearings attendance, and memo drafting
- Complete research tasks as assigned, such as conducting literature reviews and background research; finding, organizing, and analyzing qualitative and quantitative data; and preparing memos, briefs, reports, and presentations
- Other administrative duties as assigned

QUALIFICATIONS

The ideal candidate will possess:

- Demonstrated knowledge of or experience working on state reform efforts, policy and advocacy, and federal/state policies and processes
- Experience with qualitative and quantitative research and analysis
- Excellent oral and written communication skills
- Strong interpersonal and organizational skills
- Strong computer skills, including proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook)

DIVERSITY STATEMENT

Santa Clara University is an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity and inclusion, and, in this spirit, particularly welcomes applications from women, persons of color, and members of historically underrepresented groups. All qualified applicants will receive consideration without regard to race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age, status as a protected veteran, status as a qualified individual with a disability, or other protected category in accordance with applicable law.

HOW TO APPLY

Please complete the volunteer application on the NCIP website and return the application along with a cover letter and copy of your most recent resume to ncip@scu.edu. Please include your name and the position you are applying for in the subject line of your email. The application deadline for the summer 2020 volunteer cycle is Friday, April 3, 2020. NCIP will consider applications on a rolling basis.