



Job Description

**Urban Peace Institute
Los Angeles, California**

Position Title:

**Urban Peace Institute, Smart Justice Policy Associate
Exempt, Full-time Position**

Urban Peace Institute (UPI) develops and implements policy, practice and systems solutions to reduce violence, achieve safety and improve community health so that families can thrive. Our goal is for members of all communities to have the health, safety, and opportunity. We use innovative tools and strategies to strengthen social movements and achieve high impact policy change focused on increasing community health and rolling back mass incarceration.

Position Description:

The Smart Justice Policy Associate will work with UPI's Smart Justice team and the LA County Division of Youth Diversion and Development (YDD) to develop a county-wide pre-arrest diversion training platform and support UPI's existing juvenile justice transformation efforts with the [Los Angeles Youth Uprising coalition](#). This is a fast-paced position that requires initiative, project and relationship management, coordination, and research and writing ability.

Responsibilities include, but are not limited to:

Training Coordination and Logistics

- Coordinate and support the development of UPI's youth pre-arrest diversion training platform, in partnership with YDD, to strengthen local diversion programs and develop ongoing trainings for services providers;
- Cultivate and manage collaborative relationships with a broad array of stakeholders including diversion providers, YDD staff, community-based organizations, community leaders, youth and other subject matter experts locally and nationally;
- Support in training implementation including identifying subject matter experts, outreach, scheduling, logistics and development of training materials;
- Assist in developing curriculum and lesson plans for training sessions;
- Work in alignment with organization-wide initiatives to strengthen overall organizational cohesion;
- Actively participate and represent UPI in meetings and forums with community members, public officials, Law enforcement, statewide coalitions and other subject matter experts.

Research

- Conduct research to strengthen UPI's analysis on pre-arrest diversion and other juvenile justice system transformations including literature reviews of national best practices, program evaluations, restorative and transformative justice, intake and assessment systems, trauma-informed responses, and restorative and transformative justice;

- Develop program reports, research summaries, and briefs to support the development of UPI's diversion training platform;
- Track national, state and local developments in policy related to pre-arrest diversion, youth development, alternative crisis response, and juvenile justice.

Advocacy and Organizing

- Support Director of Criminal Justice and Policy Coordinator in advocacy with Los Angeles Youth Uprising including planning and attending meetings, notetaking, research, developing materials, youth leadership development, and local advocacy.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- A bachelor's degree or equivalent work experience, preferably with a focus on political science, public policy, racial and/or gender justice, public health, or related fields;
- Ability to work effectively with diverse people across the spectrum of socio-economic status, race, ethnicity and gender orientation;
- Demonstrated commitment to social justice and a disposition to work in an organization focused on civil rights and equity;
- Ability to take on responsibilities independently and work as a team with only general supervision;
- Background in coalition-building or community organizing and policy advocacy is highly desired;
- Specific experience on Urban Peace issues and/or juvenile justice is highly desired;
- General background in community-based non-profit work, social work, or other related field;
- Experience in research and/or implementing trainings is highly desired;
- Ability to multi-task while remaining highly organized;
- Excellent written and oral communication skills, i.e. report writing, outreach, facilitation and message delivery
- Strong self-starter, organized, and detail oriented;
- Ability to take on responsibilities independently **and** work as a team member;
- Strong internet research skills and high computer proficiency;
- Excellent interpersonal skills;
- People who have been impacted by the justice system are strongly encouraged to apply.

Annual Salary: Salary range is \$45K - \$55K, depending on experience. Salary includes health benefits. Parking is also included.

*Urban Peace Institute is an "at will" and equal opportunity employer committed to a diverse and inclusive workforce. **Women, people of color, and persons impacted by the justice system are encouraged to apply.** In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*

To Apply: Please send resume and cover letter stating interest in the position to careers@urbanpeaceinstitute.org

Application Deadline: Open Until Filled