

Policy & Strategy Coordinator Center for Law and Justice

About the organization

The Center for Law and Justice works to advance justice and equity by empowering communities through education, advocating for systemic change, and pursuing fair treatment within the civil and criminal justice systems.

The Policy and Strategy Coordinator will drive the Center for Law and Justice's advocacy efforts by researching, developing, and promoting policies that advance justice, equity, and accountability in the criminal justice system. This role involves working closely with community leaders, lawmakers, and other stakeholders to identify critical areas of reform, propose evidence-based policy solutions, and advocate for legislative changes at the local and state levels. The ideal candidate will have a strong understanding of the intersections between law, public policy, and social justice, and will be passionate about addressing systemic inequities.

Goals and Duties of The Position

The specific duties of the position include:

- Develop a standardized Qualitative Research Toolkit including best practices in participatory action research, ethnography to be used by future staff.
- Complete the mandatory CITI ethics training prior to the implementation phase.
- Coordinate with team members on participant recruitment, scheduling, communication, and compliance with the IRB-established guidelines and research ethics.
- Coordinate with team members in preparing the materials and technology required during and after the completion of the focus group sessions. Co-lead the focus group sessions under the supervision of the PIs assigned to the project.
- Create a replicable Focus Group Handbook and train staff/volunteers on recruitment and facilitation.
- Generate field notes during the focus group sessions, including transcripts and coding.
- Build a centralized database structure to organize transcripts and coding workflows for future project continuity.
- Generate a report that compiles notes and findings during each session.

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- Identify secondary sources, perform analysis, and synthesize data from the databases assigned by the PIs.
- Generate a literature review on the restorative justice and reparations commissions conducted worldwide.
- Establish a knowledge repository or digital dashboard that organizes secondary sources and research findings for ongoing team access.

Professional Development

VISTAs will develop skills in public speaking, career management, and social justice. During your service term, you will have the opportunity to utilize and develop your skills of communication, critical thinking, leadership, organization, patience, team management, team building and time management. Your work with community partners will broaden your professional network. Resources from Siena and your service site will support you throughout your VISTA term.

VISTA members also take part in ACE's monthly Team Building Days, attend AmeriCorps workshops, and have access to Siena's faculty to learn more about their areas of interest. Over the course of their year of service, VISTAs develop skills in public speaking, career management, and social justice. We pride ourselves on being informed, caring, and intentional members of our communities and take the time to analyze our own roles in society.

Minimum Qualifications

Candidates must:

- be 18 years of age or older
- have an Associates level education or higher
- have a growth mindset
- be a US citizen or have permanent resident status
- have the ability to pass any required volunteer or pre-employment background checks

Preferred Qualifications

- BA in social sciences, journalism, or humanities
- Experience as a research assistant

Living Allowance:

VISTAs earn a living allowance for their service. The current annual living allowance in our county is \$24,962, which is \$957.46 on a bi-weekly basis.

Benefits:

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- Supportive cohort of peers
- 10 free meals a week at Siena University's dining hall
- 10 paid personal and 10 paid sick days
- \$7,395 Segal AmeriCorps Education Award upon completion of full service term
- \$500 housing stipend available at the halfway point of the service year
- Loan deferment for qualified student loans
- Access to Siena's Gym, Library, and Career and Internship Center
- CDTA bus pass
- Monthly team building days
- Mentorship and professional development opportunities
- Professional development stipend
- Non-competitive eligibility for federal employment

Note: VISTAs and VISTA Leaders do not have access to on-campus housing.

Join the ACE VISTA Network!

We are currently recruiting for several high-impact positions across the Capital Region.

How to Apply:

- **Direct Link: [Click Here to Apply](#) OR**
- **Visit the [My AmeriCorps Portal](#)**
 - Search for keyword "ACE"

Connect With Us:

- **Visit Our Website: [Siena University AmeriCorps VISTA](#)**
- **Follow Us on Instagram: [@sienavistas](#)**

Contact **Erin Spence** at espence@siena.edu with any questions.

At Siena University, diversity is an invitation to celebrate the uniqueness of each individual, as well as the cultural differences that enrich us all. Siena University strives to ensure that individuals from all backgrounds and perspectives are served equitably. The diversity that students, staff and faculty bring to the institution are viewed as a resource, strength and benefit to the university as a whole.

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