

The logo for Safe & Just Michigan features the text "Safe & Just" in a large, white, sans-serif font, with "Michigan" in a smaller, white, sans-serif font below it. The text is centered within a solid blue rectangular background.

# Safe & Just Michigan

## About Safe & Just Michigan

Safe & Just Michigan (SJM) envisions a Michigan in which all are safe in their communities and everyone is responsible for creating accountability, safety and justice. We work to reduce the harm caused by both crime and unnecessary incarceration. **Learn more about SJM at [www.safeandjustmi.org](http://www.safeandjustmi.org).**

We are seeking a qualified candidate for our full-time position as a **research specialist** position. The SJM office remains closed during the COVID-19 pandemic. When our office reopens, this position will require a minimum of one day (weekly) in the office.

## Research Specialist Position Description

The research specialist is SJM's dedicated researcher, and in that role gathers and analyzes the organization's criminal justice data. As such, the research specialist plays an important role in policy development, communications, and legislative advocacy. The position reports to the executive director.

## Responsibilities

- Work with the policy team to develop a research agenda that advance SJM's legislative goals and strategic plan.
- Identify data needs and develop information to support policy initiatives and respond to inquiries and opposition messaging.
- Conduct original research and analysis, including data collection, on Michigan criminal justice data and prepare research reports with findings and policy recommendations.
- Partner with the communications team to create written internal and external communications on policy matters, including data visualizations and blogs.
- Analyze Michigan's budget to identify opportunities and challenges related to the execution of SJM's objectives and report findings.
- Represent SJM at conferences, legislative hearings, meetings, and in the media.
- Review and edit original research and analysis conducted by partner organizations and act as the staff liaison for joint or contract research projects.
- Stay abreast of current state and national criminal justice research/policy developments/best practices that may affect SJM's agenda.
- Responding to research and statistical analysis requests from funders, legislators, and partner organizations, as necessary.
- Other duties as assigned.

## Qualifications

- **Research and data analysis experience:** Must have experience with data management and analysis using statistical software (STATA, R, SAS, and/or SPSS) and the ability to analyze data from multiple sources with an attention to detail. Graduate-level training in statistics (or equivalent experience) strongly preferred.
- **Strong writing skills:** Writing and editing skills that include close attention to detail and accuracy, as well as the ability to effectively convey key content to a broad spectrum of audiences, from experts to the general public.
- **Knowledge of the criminal justice and legal system:** Must understand corrections, sentencing and parole policies. With preference given to candidates with criminal justice and social policy research and writing experience.
- **Passion for social justice:** Demonstrated passion for and commitment to advancing criminal justice reform in Michigan.
- **Education:** Advanced degree in a research-focused field (e.g., criminal justice, social science, statistics, law).

## Compensation

Salary is based on experience and qualifications and is in the range of \$45,000 to \$55,000. Candidates with the desired professional and education experience will be offered a salary at the mid-to-high range. Benefits include generous paid leave time, 12 paid holiday closures and the week of the Christmas holiday, and a comprehensive health care package (medical, dental and vision insurance).

## To Apply

Email a cover letter expressing your interest in this position, along with your resume, a writing sample, and at least two professional references to [kate@safeandjustmi.org](mailto:kate@safeandjustmi.org). Please include "**Research Specialist**" in the subject line. Only applicants with a complete submission of the requested information will be considered.

This position will remain open until filled. SJM is seeking to fill this position as soon as possible. We will conduct interviews of preferred candidates on a rolling basis as we receive application materials. Only applicants selected for interviews will be contacted. No phone calls, please.

*Safe & Just Michigan considers all qualified applicants and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, prior record of arrest or conviction, citizenship status, current employment status, or military/veteran status in employment. Safe & Just Michigan values diverse experiences, including educational background and justice system involvement.*