

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 **senior 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.

## Senior Research Specialist Position Description

The senior research specialist is SJM's dedicated researcher and conducts both sophisticated quantitative statistical analysis and qualitative research. This team member writes and produces knowledge products such as policy briefs, blogs, and infographics. As such, the senior research specialist plays an important role in policy development, communications, and legislative advocacy. The position reports to the executive director.

## Responsibilities

- Gather, analyze, and maintain data from various relevant databases and sources.
- Use advanced statistical methods and software to prepare, analyze and interpret data.
- Prepare research reports, presentations, and data visualizations.
- Design and lead internal qualitative research projects, including focus groups, listening sessions, and storytelling projects.
- Analyze relevant parts of Michigan's budget as needed.
- Work with the policy team to develop a research agenda.
- Identify data needs and develop information to support policy initiatives and respond to inquiries and opposition messaging.
- Partner with the communications team to create written internal and external communications on policy matters, including data visualizations and blogs.
- Serve as an internal and external spokesperson, skillfully presenting research findings and evidence-based conclusions relevant to a range of audiences including external partners, funders, and 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.

- Respond 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. Seeking a candidate with graduate-level training in statistics (or equivalent experience).
- **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 demonstrate an understanding of corrections, sentencing and parole policies. Preference will be given to candidates with criminal justice and social policy research and writing experience with connections to Michigan.
- **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), or equivalent professional experience.

## Compensation

Salary is based on experience and qualifications and is in the range of \$50,000 to \$60,000. Candidates with the desired professional and education experience will be offered a salary at the mid-to-high range and may be eligible for additional incentives. 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 "**Senior 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.*