

Community Relations & Outreach Specialist, Criminal Law
& Justice Center (6298U), Berkeley Law - 79269
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260096>

Downloaded On: Jul. 25, 2025 10:30am

Posted Jul. 23, 2025, set to expire Jun. 30, 2026

Job Title	Community Relations & Outreach Specialist, Criminal Law & Justice Center (6298U), Berkeley Law - 79269
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Communications/Public Relations
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in

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1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Criminal Law & Justice Center (CLJC) serves as a vital hub for advancing criminal justice reform, policy research, and practical legal advocacy. Through the commitment imprinted in our programs, we bridge academic research with real-world impact, engaging in critical analysis of criminal justice policies while providing direct support to communities affected by the criminal legal system. Our work spans from supporting empirical research on indigent defense systems and access to justice to developing evidence-based policy recommendations and fostering student engagement in criminal justice advocacy. The continued trust and support of our donors has been instrumental in enabling our mission and affirming the importance of our work in this field.

Position Summary

Serving as a vital bridge between academic research and community advocacy, the Community Relations & Outreach Specialist will connect CLJC's scholarly work with real-world impact, amplifying the voices of those directly impacted by the criminal justice system.

This position offers a unique opportunity to work at the forefront of criminal justice reform while helping to shape the future of legal education and advocacy. Working under the management of the Executive Director and in coordination with the Program Policy Analyst, this role will implement community engagement strategies that strengthen connections between CLJC's research and impacted communities.

Application Review Date

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The First Review Date for this job is: 08/04/2025.

Responsibilities

- Implements community engagement programs designed to connect with currently/formerly incarcerated and other key constituencies of institutional programs.
- Constituencies may include the general public, students, alumni, social workers, government officials' staff, and community organizations.
- Supports ongoing research and advocacy efforts through court watching to document the realities of the legal system by recording data, gathering personal stories, identifying trends, and highlighting systemic issues.
- Presents observations and findings to the Executive Director and CLJC Team.
- Tracks legislation, ordinances, and regulations relevant to criminal justice reform; maintains files and lists of key external constituencies.
- Coordinates meeting and event logistics between CLJC, community organizations, and other outside constituencies
- Prepares and assists in preparing written and visual materials for community outreach and education.
- Performs other duties as assigned.

Required Qualifications

- Knowledge of basic concepts and principles of building and maintaining effective relations with a variety of communities and constituencies.
- Basic knowledge of criminal justice institutions, reform movements, and community advocacy approaches.
- Organizational skills including skill to meet prescribed deadlines; event planning skills.
- Written, verbal and interpersonal skills, including tact and political acumen to effectively represent the institution to a variety of constituencies.
- Analytical and critical thinking skills.
- Strong attention to detail.
- Strong computer skills, including experience using Google Suite, Microsoft Office, and video conferencing platforms.
- Ability to learn new computer systems and software programs.
- Basic knowledge of public policy and the legislative process.
- Strong understanding of the challenges and opportunities in bridging academic institutions with directly impacted communities.
- Ability to navigate and effectively communicate with both community and institutional spaces with

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authenticity and professionalism.

- Demonstrated ability to collaborate and work effectively with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.

Education/Training

- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience with community organizing, advocacy, or direct service in criminal justice contexts.
- Experience with the criminal justice system and/or deep connections to justice-impacted communities.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$31.88 - \$37.45.

- This is a non-exempt, biweekly-paid position.

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How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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