



JOB ANNOUNCEMENT—Program Analyst and Researcher

The Mississippi Center for Justice seeks to contract with a Program Analyst and Researcher to analyze and research the expenditure and effectiveness of CARES Act appropriations awarded in response to the COVID-19 pandemic and other projects. This is a part-time contractual position with an estimated time commitment of 20 to 25 hours per week through 2021. The person will perform this work under the direction and supervision of the General Counsel.

The Center is a nonprofit, public interest law firm committed to advancing racial and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi and Indianola, we seek systemic solutions that protect the rights of consumers and immigrants, secure access to healthcare and make fair and affordable housing available for all Mississippians.

Job Responsibilities

The Program Analyst and Researcher will analyze and research data on Mississippi's CARES Act expenditures in support of the preparation of a report tracking Mississippi's uses of these funds. For examples of MCJ's accountability work, please see materials at this [link](#) and this [link](#).

Job duties will include:

- Researching state and federal legislation pertaining to CARES Act appropriations and programs.
- Assembling and evaluating data from federal and state online sources.
- Preparing and updating spreadsheets, graphs, and infographics.
- Interviews with advocates and state officials regarding the pandemic response programs.
- Working with the General Counsel on the Pandemic Response report.

Qualifications:

- College or University Degree, journalism or political science coursework preferred.
- Excellent written and verbal communications skills.
- Experience in analysis of federal and state program requirements and expenditures.
- Excellent organizational, networking and teamwork skills.
- Commitment to the mission of the Mississippi Center for Justice.
- Experience in visual display of quantitative data via spreadsheets charts and infographics.

Please send letter of interest, resume and two (2) references and a short writing sample to Reilly Morse at rmorse@mscenterforjustice.org with subject line "Program Analyst."

The position will stay open until filled.

The Mississippi Center for Justice is an Equal Opportunity Employer.