

CALEB JOHNSTON

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PROFESSIONAL EXPERIENCE

Georgetown University Prisons and Justice Initiative **Washington, DC**
Program Associate *Aug 2026 – Present*
Operations Assistant (graduate practicum) *Jan 2026 – Jul 2026*

- Lead and organize weekly meetings with administrative staff; run daily office operations, visitor and call intake, and event logistics; work with staff and faculty to support education and reentry programming.
- Conduct outreach to prospective partners to address reentry needs, coordinate clothing intake, and facilitate community events, including the Family First Initiative's Kings Dominion outing.
- Created an operations manual for staff review and supported intern onboarding; introduced research guides that connect incarcerated students' questions with vetted readings.
- Reorganized and inventoried four large office areas, creating location-coded guides; developed a Google Sheets visitor log approved for rollout to maintain office intake records.
- Develop a Google Sheets supply-ordering and monthly restock tracker to organize purchasing priorities, stock records, and recurring supply checks.
- Helped establish the Paralegal Program's LinkedIn alumni presence; administer the developing group and recruit staff and alumni to build connections across cohorts.

Carmichael for Ward 5 Council **Washington, DC**
Deputy Campaign Manager *Feb 2026 – Jun 2026*

- Coordinated 10+ volunteers across canvassing, phone banking, petition verification, and events; represented the candidate at 10+ public events, drafted briefings and messaging, and relayed residents' concerns to campaign leadership.

Georgetown University, Department of Government **Washington, DC**
Graduate Teaching Assistant *Aug 2025 – May 2026*

- Led weekly U.S. politics and international relations discussions for approximately 40 students; developed assignments and review materials, graded writing, held weekly office hours, and provided daily academic support.

The University of Texas at Austin, Department of Government **Austin, TX**
Political Research Assistant *Jun 2024 – Aug 2024*

- Built and validated election data spanning 2000–2024 for faculty-led research on democratic norms; located and coded approximately 100 victory and concession statements, documenting sources and coding decisions.

SELECTED APPLIED RESEARCH

"Our Sacred Space": Governance of Reentry at Georgetown's Prisons and Justice Initiative
Graduate capstone, Georgetown University *Jul 2026*

- Developed a reentry governance framework and recommendations used internally by PJI staff, based on nine interviews, 15 field journals, field observations, literature review, and documentary analysis.

EDUCATION

Georgetown University — M.A., American Government *Aug 2026 | GPA: 4.00*
The University of Texas at Austin — B.A., Government & Economics (double major) *Aug 2024 | GPA: 3.67*

SKILLS

Research: Quantitative and qualitative research; research design; qualitative interviewing; thematic/content analysis; policy analysis; data cleaning and validation; literature review; statistical analysis; Stata (academic use).

Operations and Projects: Program operations; project management and coordination; stakeholder and community engagement; administrative systems and process improvement; research translation; event logistics.

Tools: Google Workspace; Microsoft Office; Airtable; AI-assisted research and productivity workflows.

Language: Spanish — Intermediate.

PROFESSIONAL DEVELOPMENT

WPS Global Leadership Initiative *Oct 2026 – Feb 2027*
Selected for a 15-person international cohort; upcoming mentorship and discussions on Women, Peace & Security.