



## **Legal Assistant, Digital Justice Initiative**

The Lawyers' Committee for Civil Rights Under Law is one of the leading national civil rights legal organizations, with the principal mission of fighting racial discrimination faced by African Americans and other people of color. The Lawyers' Committee was formed in 1963 at President John F. Kennedy's request to enlist the private bar's leadership and resources in combating racial discrimination and the resulting inequality of opportunity – work that continues to be vital today.

The Lawyers' Committee Digital Justice Initiative (DJI) works at the intersection of racial justice, technology, data, and privacy. DJI was created with the recognition that privacy rights are civil rights, that abuses of personal data often have disparate impacts on people of color and marginalized communities, and that civil rights laws must apply equally offline and online. DJI primarily focuses on the impacts to communities of color from online white supremacy, data-driven discrimination, online voter suppression and disinformation, and discriminatory government surveillance.

The Lawyers' Committee seeks a collaborative, detail-oriented, and highly organized individual to provide both programmatic and administrative support as Legal Assistant for the Digital Justice Initiative. The Legal Assistant will provide programmatic and administrative support for the DJI. The Legal Assistant's time will be split between these functions. Programmatic work may include conducting factual research of tech issues impacting civil rights, assisting with investigations, assisting with policy and legislative research, and monitoring news related to tech, legal, and policy developments. Administrative may include administrative tasks, proofreading and editing documents, assisting with grant writing or funder reports, scheduling, assisting with event planning, file management, notetaking, and supervising interns.

Familiarity with privacy issues, civil rights issues, and/or technology issues is preferable but not required. Previous experience working for a tech company, law firm, government agency, research center, or non-profit advocacy organization is preferable but not required. A demonstrated commitment to advancing civil rights and racial justice is required.

This is a temporary, two-year (renewable), full-time position based in Washington, DC. The Legal Assistant will work under the supervision of the Senior Counsel and Senior Fellow for Privacy and Technology. Some travel is expected (as COVID travel restrictions are lifted).

### **Specific Duties and Responsibilities:**

- Perform basic research with minimal instruction and provide general litigation support, including formatting and preparing legal documents for filings and maintaining files of litigation matters;
- Perform factual research with minimal instruction on matters related to privacy, technology, and civil rights;
- Conduct in-depth research of potentially highly offensive subject matter such as white supremacist and hate group activity;
- Assist in drafting, editing, research, and analysis for DJI publications, advocacy letters, petitions, model legislation, and/or funder reports;
- Assist staff with investigations and case development;
- Manage list serves, collaborative documents, and meeting agendas and minutes;
- Provide general administrative support, including arranging travel and accommodations, tracking ongoing projects, and scheduling meetings;
- Prepare and edit internal and external reports;
- Assist in the planning of events, such as panels and legal conferences;
- Aid staff in coordination with grassroots and partner organizations;
- Aid in the organization and coordination of internal and external meetings and convenings, such as coalition working groups;
- Organize and upload files to the Case Management System and DJI's records system; and
- Supervise and/or recruit interns in conjunction with other staff.

### **Minimum Requirements and Competencies:**

- Deep commitment to the advancement of civil rights and racial justice;
- Bachelor's Degree or two or more years of work experience as a Program Assistant, Legal Assistant, or Program Coordinator;
- Excellent organization, oral and written communication, interpersonal and problem-solving skills;
- Mastery of Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, etc.);
- Experience working in diverse environments;
- Attention to detail;
- Self-starter;
- Prior experience with database use and maintenance preferred;
- Experience with document management systems or website posting is a plus;
- Demonstrated experience working with and for communities of color and/or low-income communities; and
- Willingness and ability to travel on a regular basis for client matters and other meetings when deemed safe.

**To Apply:** Please submit a cover letter and resume, including graduation completion dates and 2-3 references to

<https://podio.com/webforms/26726125/2034579>.

No calls will be accepted. The position will remain open until filled, and applications will be reviewed on a rolling basis. Salary and benefits are competitive for a non-profit legal organization. Staff Benefits include Employer Sponsored (Medical, Dental and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability, and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan; Voluntary Flexible Spending (Medical and Dependent Care) and Stipends (Cell Phone and Commuter/Parking Benefits); 12 paid Holidays; and Vacation/Sick days.

**Commitment to Diversity and Inclusion:** The Lawyers' Committee embraces diversity and inclusion in our workplace. We strongly encourage candidates of color and candidates from underrepresented communities to apply. The Lawyers' Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.

**Accessibility Assistance:** Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation; send an email with the subject line "ApplicantAccommodation" to [kcoates@lawyerscommittee.org](mailto:kcoates@lawyerscommittee.org).