



## **Policy Counsel/Associate or Senior Policy Counsel/Associate - Voting Rights**

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 seeks a talented, dynamic, and enthusiastic policy advocate with a demonstrated commitment to racial justice to serve as a Policy Counsel/Associate or Senior Policy Counsel/Associate in the Public Policy Project. The successful candidate will thrive in a fast-paced environment and be flexible, creative, and comfortable working independently and within a team.

The incumbent will manage a portfolio focused on a spectrum of issues regarding democracy and civic participation: voting rights, Election Protection, Census, redistricting, and other issues. Depending on the needs of the organization and the Public Policy Project, this portfolio of work may include other issues. In addition, the incumbent will develop strategies to advance legislative and administrative priorities and cultivate and manage relationships on Capitol Hill and among coalition partners.

This is a full-time position based in Washington, DC. The incumbent will work under the supervision of the Director of Public Policy. Regular travel is required (as COVID travel restrictions are lifted).

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

- Analyze federal policy proposals and draft reports and white papers designed to influence policymakers and other stakeholders;
- Monitor key developments in assigned issue areas and identify opportunities for engagement and advancing the organization's policy agenda;
- Develop and produce advocacy tools for various audiences concerning important voting rights litigation and federal policies;
- Build and maintain relationships with congressional and executive branch staff in federal agencies to ensure that the principles of the Lawyers' Committee mission are reflected in the policymaking

- process, including responding to questions from external sources regarding pending federal legislation and initiatives;
- Attend Congressional hearings, briefings, and meetings, and represent the Lawyers' Committee in external meetings and briefings with congressional and executive branch staff;
  - Work closely with colleagues across relevant Lawyers' Committee units, including the Voting Rights Project and other internal Projects as needed, to help identify and pursue shared advocacy objectives;
  - Draft testimony, talking points, and other materials for congressional hearings, meetings, briefings, and other public speaking engagements on voting rights legislative, policy, and regulatory matters;
  - Research and draft memoranda, letters and analyses of federal bills, and comments on proposed administrative rules and regulations;
  - Plan and execute advocacy events, such as congressional briefings, panel discussions, advocacy days on Capitol Hill, and webinars to further advocacy goals;
  - Work with communications staff to coordinate a focused communications strategy and to elevate relevant legislative activity in the media;
  - Track and summarize legislation, regulations, and other policy developments using databases, as well as monitoring media, social media, and government websites;
  - Lead and participate in national coalition meetings focused on voting rights issues;
  - Provide policy briefings and support for the President and Executive Director and other senior staff, including drafting written and oral testimonies and helping with preparation for other appearances before executive branch and legislative officials; and
  - State legislative and policy advocacy, including registration as a state lobbyist, may be required.

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

- Deep commitment to the advancement of racial justice and civil rights;
- JD or Master's Degree and a minimum of four years of post-graduate degree experience, preferably working on federal policy;
- Must be willing to register as a Federal Lobbyist;
- Working knowledge of the federal legislative, regulatory, and policy process (experience as a Congressional staffer, at a civil rights non-profit, or at a federal or state agency a plus);
- Exceptional writing, oral and interpersonal skills;
- Strong analytical thinking and problem-solving skills;
- Strong organizational skills with superb attention to detail;
- Well-developed interpersonal skills, ability to build trust and credibility with partners, as well as Congressional and executive

- branch staff and officials;
- Ability to synthesize information and to manage multiple priorities, and follow through and complete assignments;
  - Ability to multitask, take direction, and meet strict deadlines;
  - Ability to work independently as well as part of a team; receptive to instruction and guidance from senior team members;
  - Ability to be flexible, responsive, and a team player;
  - Proficiency in Microsoft Office software and Internet research tools;
  - Knowledge of Bluebook forms for legal citations;
  - Knowledge of basic research tools, such as LEXIS/NEXIS, Westlaw, CQ, Bloomberg, and/or Knowlegis 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 meetings when deemed safe.

**To Apply:** Please submit a cover letter and resume, including graduation completion dates, to <https://podio.com/webforms/26768598/2039529>.

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 [accommodation@lawyerscommittee.org](mailto:accommodation@lawyerscommittee.org).