



## **Election Protection Infrastructure Assistant**

The Lawyers' Committee for Civil Rights Under Law is one of the nation's leading national racial justice legal organizations. Formed in 1963 at the request of President John F. Kennedy, the Lawyers' Committee uses legal advocacy to achieve racial justice, fighting inside and outside the courts to ensure that Black people and other people of color have the voice, opportunity, and power to make the promises of our democracy real.

The Lawyers' Committee seeks two Election Protection Infrastructure Assistants to support its remote Election Protection contact center, which receives calls from voters calling the 866-Our-Vote non-partisan Hotline. The Lawyers' Committee convenes the National Election Protection Coalition—the nation's largest and longest-running non-partisan voter protection effort, which works throughout the year to provide information, resources, and assistance to voters who have questions about the voting process or encounter barriers to the ballot box, with a focus on communities of color that have been historically disenfranchised by voter suppression efforts. In addition, the Lawyers' Committee administers the 886-OUR-VOTE Hotline. The Hotline is part of a technology infrastructure that includes databases, volunteer management systems, and online security platforms.

Calls to the 866-OUR-VOTE Hotline are answered by trained legal volunteers. These volunteers are supported by trained volunteer captains and leads and by the Lawyers' Committee staff.

The Infrastructure Assistants are part of our Hotline infrastructure team, which oversees the day-to-day functions of the 866-OUR-VOTE Hotline, as well as provides support to state-based called centers.

These positions are seasonal and will end by February 28, 2023.

This is a temporary, full-time, exempt position based in Washington, DC. The Election Protection Infrastructure Assistant will work under the supervision of the Co-Director of the Voting Rights Project, the National Director of Campaigns and Field, and the Director of Pro Bono.

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

The essential responsibilities of the Election Protection Infrastructure Assistant are to support the day-to-day functions of the nationwide Election Protection Hotline and related functionality. Specific duties are listed below. The tasks

would be split between the two Assistants, with one taking the lead on one set of tasks (and vice versa) while providing backup and support as needed on the other set. The positions are part of a Hotline infrastructure team and will work closely with various Election Protection staff.

- Responsible for ongoing communications with Hotline volunteers, including but not limited to:
  - Respond to inquiries from Hotline volunteers, which includes the use of an online email management tool and developing protocols for communicating effectively and efficiently;
  - Responsible for daily messaging to Hotline volunteers, reminding them of upcoming shifts and other key updates; and
  - Draft and send outgoing occasional volunteer-wide communications.
- Process and upload daily shifts into a single sign-on website;
- Post call center and Hotline shifts in the online volunteer management portal, as well as provide information on volunteers as needed to Hotline partners;
- Work with Election Protection staff to track agreements, create logins, and share training with coalition partners accessing online databases of calls to the Hotline;
- Update the Election Protection Legal and 866OurVote websites;
- Track updates to state voting rights legal materials (state pages, FAQs, and hot topics), which includes working with Election Protection staff on the review and finalization of documents;
- Track and communicate with volunteer Hotline leaders while in training;
- Create daily Hotline and numbers reports; and
- And other administrative support as needed.

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

- Deep commitment to the advancement of racial justice and civil rights;
- Demonstrated ability to work with a range of technology platforms, synthesize complex information, train volunteers, and communicate clearly;
- Bachelor's Degree preferred. Candidates with a law degree can apply, but this is not a staff attorney position. Four years or more of work experience as a community or political organizer can substitute for a Bachelor's Degree;
- The ability to learn and navigate various tech platforms is essential;
- Patience, flexibility, and detail-oriented nature, with strong organizational skills;
- Ability to work well and affably with a team;
- Experience working with communities of color preferred;
- Experience in campaigns, election processes, election organizing, or

- voter protection efforts is a plus;
- Commitment to staying in the position through February 28, 2023; and
- Comfortable working with new software and communications platforms.

**To Apply:** Please submit a cover letter and resume, including graduation completion dates, to <https://podio.com/webforms/27662805/2151030>. 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 nonprofit 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 "Applicant Accommodation" to [accommodation@lawyerscommittee.org](mailto:accommodation@lawyerscommittee.org).