



## **Election Protection Administrative 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 convenes the National Election Protection Coalition—the nation's largest and longest-running nonpartisan 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 voter suppression efforts have historically disenfranchised. In addition, the Lawyers' Committee administers the 886-OUR-VOTE Hotline and provides programmatic support for state and national partners.

The Lawyers' Committee seeks an Administrative Assistant to support our Election Protection program. The Administrative Assistant will support the Election Protection team, consisting of the Voting Rights Project Co-Directors, the National Director of Campaigns and Field Programs, the National Coordinators, and the Hotline Infrastructure team.

This is a full-time, exempt position based in Washington, DC. The Election Protection Administrative Assistant will work under the supervision of the National Director of Campaigns and Field Programs.

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

Essential responsibilities of the Election Protection Administrative Assistant include but are not limited to the following:

- Provide administrative support to the Election Protection team;
- Provide administrative support to the Election Protection Steering Committee, including, among other tasks, scheduling meetings and taking notes;
- Serve as an administrative point of contact for the Election Protection program for external partners, internal lawyers, and Coordinators;
- Manage Election Protection and Voting Rights Strikeforce listservs and Working Group lists;

- Manage internal and external EP partner orders and payments for Election Protection field materials;
- Report back to Lawyers' Committee staff, including Coordinators, on Steering Committee needs and agenda items follow-up;
- Support maintenance and provide requested updates to the EP websites and social media platforms;
- Support the creation and finalizing of Election Protection public education and other written materials, and assist with tracking EP Legal Materials as needed;
- Assist the Hotline team as required; and
- Other duties as assigned.

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

- Deep and demonstrated commitment to advancing racial justice and civil rights;
- 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, and interpersonal and problem-solving skills;
- Mastery of Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, etc.), Google Drive and related apps, comfort with project management software (e.g., Asana), and high level of comfort learning/deploying communication and work management tools;
- Website editing/HTML experience preferred;
- Experience working with coalitions; and
- Experience working on a large team in a diverse environment.

**To Apply:** Please submit a cover letter and resume, including graduation completion dates, to <https://podio.com/webforms/27918632/2188289>. 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).