



Legal Assistant for the Lawyers' Committee North Carolina Regional Office

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 racial and ethnic minorities. The Lawyers' Committee was formed in 1963 at the request of President John F. Kennedy 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 collaborative, detail-oriented and highly organized individual to serve as Legal Assistant for the new Lawyers' Committee Regional Office. The Regional Office carries out the Lawyers' Committee mission of fighting discrimination and promoting greater opportunity for low-income people of color with on-the-ground support to community-led efforts to address and dismantle systemic race discrimination in the Southeast. This position reports to the Regional Office Managing Attorneys. The Legal Assistant will provide overall organizational support to the Regional Office.

The position is part-time and will be based in our Regional Office just outside Chapel Hill, NC.

Specific Duties and Responsibilities:

- Manage list serves, collaborative documents and meeting agendas and minutes;
- Provide general administrative support, including managing phone calls and correspondence, arranging travel and accommodations and scheduling meetings;
- Complete expense reports and provide information to the Accounting Department at the National Office;
- Prepare and edit internal and external reports;
- Coordinate and draft mass mailings;
- Aid staff in coordination with grassroots and partner organizations;
- Assist in the organization and coordination of internal and external meetings and convenings;
- Maintain and update the Regional Office website page and coordinate social media, traditional media and other public outreach with national office communications staff;

- Coordinate local donor, foundation and other financial support efforts with national development staff;
- Assist staff with the curating of historical organizational documents;
- Perform general legal research and litigation support, including formatting and preparing legal documents for filings and maintaining files of litigation matters;
- Assist in data collection, analysis and organization;
- Assist staff with the curating of historical organizational documents when needed; and
- Communicate with clients, grassroots organizations and partner organizations both in the office and sometimes in the field.

Minimum Experience and Qualifications:

- 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;
- Attention to detail;
- Self-starter;
- Prior experience with database use and maintenance preferred;
- Experience with document management systems and/or website posting is a plus;
- Mastery of Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, etc.);
- Experience working in diverse environments;
- Commitment to civil rights and racial justice; and
- A valid Driver's License for travel within the state.

To Apply: Please submit a cover letter, resume and a list of 2-3 references to ncrojobs@lawyerscommittee.org. The position will remain open until filled and applications will be reviewed on a rolling basis. No calls will be accepted. 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/or Dependent Care) and Commuter Benefits; 11 paid Holidays and Vacation/Sick days.

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.

We strongly encourage candidates of color and candidates from underrepresented communities to apply.

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 or send an email with the subject line "Applicant Accommodation" to kcoates@lawyerscommittee.org.