



Census Hotline Coordinator

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 will launch a Census Hotline, to provide a reliable source of trustworthy information to individuals who have questions about the 2020 census. The Census Hotline will operate through the end of the census enumeration in July 2020.

The Lawyers' Committee seeks a Census Hotline Coordinator to represent the organization in the census/fair count community; attend census coalition meetings; plan and operationalize the census hotline; develop resources to be used by hotline volunteers; train hotline volunteers; monitor hotline call volume; create daily reports summarizing call data to identify trends; and inform the Lawyers' Committee and census coalition partners of trends and emerging issues. This is a full-time, temporary position based in Washington, DC, reporting to the Co-Directors of the Voting Rights Project. This position includes evening and weekend hours.

Specific Duties and Responsibilities:

- Coordinate the Census Hotline launch including:
 - Managing the development of hotline resources, including FAQs and training materials;
 - Managing the development and launch of the Census Hotline website; and
 - Working with Lawyers' Committee communications staff to promote the Census Hotline via social media, news programs, etc.

- Manage the daily operations of the Census Hotline, to:
 - Ensure volunteer staffing;
 - Ensure calls to the hotline are correctly documented in the census database;
 - Manage follow-up of calls; and
 - Update census hotline materials as necessary to respond to new issues in the field.

- Attend census coalition meetings and engage with partners engaged in Census outreach to share information and coordinate responses to issues that arise.

Experience and Qualifications:

- Bachelor's degree or comparable work experience;
- At least 4 years' experience organizing in either political, non-partisan, issue-based or candidate campaigns on the national and/or state level preferred;
- Experience managing volunteers;
- Comfortable working with databases and other specialized tools;
- Deep commitment to civil rights and racial justice;
- Strong initiative and project management skills;
- Detail oriented, with strong organizational skills, able to manage multiple projects simultaneously, prioritize tasks effectively and meet tight deadlines;
- Comfortable engaging in public presentations;
- Experience working with diverse coalitions and minority communities;
- Ability to speak and write in Spanish, a plus; and
- Commitment to the mission and values of the Lawyers' Committee.

To Apply: Please submit a cover letter and resume to <https://podio.com/webforms/23754227/1716057>. 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/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.