



## **Voting Rights Policy Counsel/Policy Associate**

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

The Voting Rights Policy Counsel/Associate will manage a portfolio focused on Voting Rights, Election Protection and other related topics, including redistricting. The Policy Counsel/Associate will also develop strategies to advance legislative and administrative Voting Rights priorities, and to cultivate and manage relationships on Capitol Hill and among coalition partners.

This is a full-time position based in Washington, DC. The Voting Rights Policy Counsel/Associate will work under the supervision of the Director of the Public Policy Project. Very limited travel is required.

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

- Analyze federal policy proposals and draft reports and white papers designed to influence policymakers and other stakeholders on Voting Rights issues;
- Monitor and support policy efforts around the Election Protection program;
- Develop and produce advocacy tools for various audiences concerning important Voting Rights litigation and federal policies;
- Work with federal agencies to ensure that the principles of our mission are reflected in the Voting Rights policymaking process;
- Attend Congressional hearings, briefings, and meetings, and represent the Lawyers' Committee in external and internal Voting Rights and related meetings, including responding to questions from external

sources regarding pending federal voting rights legislation and initiatives;

- Work closely with the Voting Rights Project to help identify shared advocacy objectives;
- Draft testimony, talking points and other material 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 regarding Voting Rights;
- 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 Voting Rights focused communications strategy and to elevate Voting Rights legislative activity in the media;
- Track and summarize legislation, regulations and other Voting Rights 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;
- Train and coordinate the work of Interns on Voting Rights issues; and
- State legislative and policy advocacy, including registration as a state lobbyist, may be required.

### **Minimum Experience and Qualifications:**

- Commitment to the mission and goals of the Lawyers' Committee for Civil Rights Under Law;
- Bachelor's Degree and a minimum of two (2) years of work experience, preferably working on Voting Rights or other related federal policy (JD or Master's Degree preferred);
- Must be willing to register as a federal lobbyist;
- Working knowledge of the federal legislative, regulatory and policy process (Hill experience a plus);
- Exceptional writing, oral and interpersonal skills;
- Strong analytical thinking and problem-solving skills;
- Strong organizational skills with superb attention to detail;
- Ability to synthesize information 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; willing to take 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 a plus; and
- Knowledge of basic research tools, such as LEXIS/NEXUS, Westlaw, CQ, Bloomberg, Gallery Watch is a plus.

**To Apply:** Please submit a cover letter and resume to <https://podio.com/webforms/24961049/1831942>. 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 Stipends (Cell Phone and Commuter/Parking Benefits); 11 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 or send an email with the subject line "Applicant Accommodation" to [kcoates@lawyerscommittee.org](mailto:kcoates@lawyerscommittee.org).