



## **Higher Education Access Coordinator, Educational Opportunities Project**

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 is seeking an organizer to serve as a Higher Education Access Coordinator to work with the Educational Opportunities Project (EOP) for up to two years, subject to renewal. The Higher Education Access Coordinator will provide organizing and strategic support to the EOP in support of a grant to assist a diverse group of stakeholders in advocating for racial equity in Great Lakes public flagship universities, especially in Illinois and Ohio. The diverse group of stakeholders are expected to include higher education leaders, policy experts, alumni groups, professional associations, scholars, student-organizers, community organizations and diversity advocates in each state.

The Higher Education Access Coordinator will be part of a team working with the EOP Director and other EOP-assigned staff to develop and implement the infrastructure of the project, known as *Higher Education Equity Pledge: REASON*. The REASON Project will involve collaborating with stakeholders and state higher-education agencies in developing a comprehensive strategy for closing access and graduation-rate gaps for underserved students of color at public flagships. The work is expected to include but is not limited to: recruiting, building and maintaining relationships and coordinating work with national, state and local partners in the two assigned states; coordinating and facilitating various stakeholder meetings, as directed; developing tools and materials for stakeholder partners; creating outreach materials; providing capacity-building support for college student leadership groups, local community organizations, alumni and other stakeholders to support communities in bolstering their ties to state flagships; supporting the creation of a task force in each state of stakeholder groups to monitor and evaluate the progress of the REASON Pledge project; and representing the Lawyers' Committee at various meetings and events as needed.

The Higher Education Access Coordinator will also work with partners and EOP attorneys and staff to develop and produce various deliverables of the

project. The Higher Education Access Coordinator will work with stakeholders and staff in advocating for and publicizing higher education reforms and promoting best practices.

This is a temporary, full-time position based in Washington, DC with the possibility of working remotely in Illinois or Ohio. Although work travel is currently suspended due to the current COVID-19 pandemic, significant travel will be required if company travel restrictions are lifted. The Higher Education Access Coordinator will work under the supervision of the Director for the Educational Opportunities Project.

**Specific Duties and Responsibilities:**

- Coordinate stakeholder outreach and build and sustain productive relationships with national, state and local partners;
- Develop tools and outreach materials for stakeholder partners;
- Represent organization at stakeholder meetings;
- Assist in creation and production of other project deliverables and dissemination to stakeholders and other groups;
- Support the creation of a task force in each state of stakeholder groups to monitor and evaluate the progress of the REASON Pledge project; and
- Support other related work of the Educational Opportunities Project.

**Minimum Requirements and Competencies:**

- Deep commitment to the advancement of racial justice and civil rights;
- Bachelor's Degree or comparable experience required;
- At least 2 years' experience organizing in either political, non-partisan, issue-based or candidate campaigns on the national, state or levels;
- Strong initiative and project management skills;
- Detail oriented, with strong organizational skills, able to manage multiple tasks simultaneously, prioritize tasks effectively and meet tight deadlines; and
- Experience working with diverse coalitions and communities of color.

**To Apply:** Please submit a cover letter and resume to <https://podio.com/webforms/24988510/1834936>. 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).