



## **Assistant to the Chief Counsel and Legal Assistant for the Fair Housing and Community Development 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 President John F. Kennedy's request 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 Assistant to the Chief Counsel (approximately 50%) and Legal Assistant for the Fair Housing and Community Development Project (approximately 50%). The Chief Counsel oversees the Lawyers' Committee's legal units. The mission of the Fair Housing & Community Development Project (FHCD) is to fight discrimination in housing through enforcement of the Fair Housing Act and to promote greater opportunity for low-income people of color by ensuring that development is equitable and inclusive and low-income people of color have access to crucial resources and meaningful housing choices. The Legal Assistant will provide overall organizational support to the Chief Counsel and the FHCD in several aspects of their work.

This is a full-time position based in Washington, DC. The Assistant to the Chief Counsel and Legal Assistant will work under the Chief Counsel's supervision and the Fair Housing and Community Development Project Director. The projected start date is May 17, 2021.

In response to the COVID-19 pandemic, the Lawyers' Committee is currently operating in a remote capacity but plans to return to in-person operations at a yet-to-be-determined date.

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

Assist the Chief Counsel and the attorneys in the FHCD with programs operations in many respects, including:

- Performing basic legal research with minimal instruction and provide general litigation support, including formatting and preparing legal documents for filings and maintaining files of litigation matters;

- Assisting in drafting, editing, and data analysis for Analysis of Impediments to Fair Housing that the FHCD develops for various jurisdictions;
- Managing list serves, collaborative documents, and meeting agendas and minutes;
- Providing general administrative support, including arranging travel and accommodations and scheduling meetings;
- Preparing and editing internal and external reports;
- Coordinating and drafting mass mailings;
- Assisting in the planning of events, such as panels and legal conferences;
- Aiding staff in coordination with grass-root and partner organizations;
- Aiding in the organization and coordination of internal and external meetings and convenings, including the Progressive Litigation Roundtable;
- Organizing and uploading case files to the Case Management System; and
- Assisting the Chief Counsel with the curating of historical organizational documents.

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

- 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;
- Mastery of Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, etc.);
- Experience working in diverse environments;
- Attention to detail;
- Self-starter;
- Prior experience with database use and maintenance preferred;
- Experience with document management systems or website posting is a plus; and
- Commitment to the mission and values of the Lawyers' Committee.

**To Apply:** Please submit a cover letter and resume, including graduation completion dates, to <https://podio.com/webforms/25956504/1944663>. 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 non-profit 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); 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; send an email with the subject line "Applicant Accommodation" to [kcoates@lawyerscommittee.org](mailto:kcoates@lawyerscommittee.org).