

## **Education Equity Program Associate**

The Leadership Conference on Civil and Human Rights  
The Leadership Conference Education Fund

The Leadership Conference on Civil and Human Rights, the nation's premier civil and human rights coalition, and The Leadership Conference Education Fund, the research and education arm of the civil and human rights coalition, seek applicants for a full-time position as a program associate. For more information about the organizations, visit [www.civilrights.org](http://www.civilrights.org).

### **Description**

The program associate will support the education equity program's work from K12 through higher education. The program associate will be responsible for supporting grant management, project management, research, drafting, meeting planning, coordination, and other responsibilities to ensure the effective functioning of the education equity team. The program associate will be involved in the work of the field, communications, and policy departments, supporting engagement with state and national partners, communications project planning, and policy advocacy. The associate will speak and write fluently for a variety of audiences about the barriers confronting students of color, students with disabilities, English learners, LGBTQ students, immigrants, girls, religious minorities, and low-income students in the education system and needed changes to policies, practices, and decision making that would help to remove those barriers and ensure all students' success. Current areas of work include support for the civil rights agenda in higher education; eliminating disparities in college access and success; accountability for for-profit colleges; support for accountability in the implementation of the Every Student Succeeds Act (ESSA); reducing exclusionary school discipline and eliminating racial disparities in school discipline; resource equity; and sustaining civil rights protections in the U.S. Department of Education.

The program associate will have the opportunity to work with national and local staff of leading civil rights and education advocacy organizations and will also be an integral member of our vibrant, ambitious, passionate and dedicated internal education team. Significant administrative responsibilities related to the education project are required and this job provides the opportunity for some travel.

### **Skills and Qualifications**

The job requires a demonstrated commitment to civil and human rights for all persons in the United States; excellent writing, planning, coordinating, and interpersonal skills; and the ability to balance a complex workload. Attention to detail, deadlines, and accuracy in communication and a high level of personal energy are all vital to success in this role.

Successful candidates will be outgoing, assertive, flexible, collaborative and creative problem solvers who take initiative and enjoy contributing to robust policy and strategic discussions, are able to manage complex and changing workloads, and have demonstrated a commitment to educational equity.

**Experience required:** A minimum of two years' work experience; excellent organizational skills; strong research and writing skills; and proficiency in Microsoft Office programs are required.

**Education required:** Bachelor's degree required.

**Duties and Responsibilities**

- Coordinate materials, events, and travel
- Build and maintain relationships with internal staff and national, state, and local partners
- Assist in grant and project management
- Coordinate team meetings and activities
- Support national civil rights and education coalitions
- Plan meetings with partners, policymakers, and others
- Respond to quick research requests or other rapid response needs
- Travel to convenings, meetings and conferences
- Provide administrative support for the education policy team
- Other duties and projects as assigned

**Salary and Benefits**

This is an entry-level position with a salary commensurate with experience and The Leadership Conference's pay scale.

**To Apply:**

This position will be open until it is filled. Interested persons should apply ASAP to the address below and include the following:

- a resume of up to 2 pages in length,
- cover letter expressing interest and summarizing qualifications
- two writing samples (at least one advocacy-oriented, the other may be academic)

**The Leadership Conference on Civil and Human Rights**

**The Leadership Conference Education Fund**

**1620 L Street NW, Suite 1100**

**Washington, DC 20036**

**ATTENTION: Education Program Associate**

or

**[personnel@civilrights.org](mailto:personnel@civilrights.org) with "Program Associate-Education" in the subject line**

*We are not able to handle telephone inquiries.*

*The Leadership Conference and The Education Fund provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual expression and identity, veteran status, national origin, age or disability.*