



Field Associate
The Leadership Conference on
Civil and Human Rights
The Leadership Conference Education Fund
Washington, DC

The Leadership Conference on Civil and Human Rights and The Leadership Conference Education Fund seek a **Field Associate** who will support the organizations' critical advocacy in one or more of the organizations' interdepartmental campaigns and/or programs. The employee will have the opportunity to help conceive, build and maintain administrative infrastructure that is critical to the success of the organization's programs and campaigns while also supporting outreach efforts to local partners across the country.

The Leadership Conference on Civil and Human Rights, a 501(c)(4) organization, is the country's oldest and largest civil and human rights coalition of more than 200 national organizations. The Leadership Conference has coordinated national advocacy efforts on behalf of every major civil rights law since 1957. Learn more at www.civilrights.org. **The Leadership Conference Education Fund**, a 501(c)(3) organization, builds public will for federal policies that promote and protect civil and human rights in the United States. Founded in 1969 as the education and research arm of The Leadership Conference, The Education Fund's campaigns inform, educate and empower local, state and national leaders to advance and protect civil and human rights and progressive change in the United States. To learn more about The Education Fund, visit www.leadershipconferenceeducationfund.org.

This individual will assist in the coordination and maintenance of effective technical support for campaigns and programs in the Field department. They will coordinate materials, work with outside vendors, provide technical draft action alerts, manage and draft scripts for national calls. They will also track activities for the work plans, track grids, make issue based presentations at state conferences, and support outreach strategies to build state partnerships and provide coordination and strategic guidance to state partners.

Ideal candidates for this position will have a Bachelor's degree and at least two years' work experience in organizing, outreach, and/or advocacy, a strong commitment to the advancement of civil and human rights. The candidate will also have a desire and ability to work with diverse groups of people and a range of national, state, and local stakeholders (advocacy orgs, grassroots orgs, and judges) and the ability to manage a complex workload and work under tight deadlines. The job requires excellent planning and coordinating skills; excellent interpersonal skills; and the ability to coordinate multiple administrative tasks and manage a complex workload. Solid communications skills; attentiveness to detail; desire and ability to work with diverse groups of people; ability to organize time efficiently; and a high level of enthusiasm are also requirements of the job. Proficiency in Microsoft applications (including Word and Excel), Google Drive applications, and internet research tools are required.

Excellent benefits! Salary will be commensurate with experience.

To apply, e-mail resume, cover letter detailing your fit with the position's responsibilities, and salary requirements to: personnel@civilrights.org with Field Associate in the subject line. Only applications submitted by email will be considered. We are looking to fill this position immediately. **Applications will be accepted on a rolling basis.**

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, national origin, sexual orientation, gender identity and expression, status as a veteran, age, or disability.

