



**Law and Policy Fellow**  
**The Leadership Conference on**  
**Civil and Human Rights**  
**The Leadership Conference Education Fund**  
Washington, DC

The Leadership Conference on Civil and Human Rights, the nation's premier civil and human rights coalition (The Leadership Conference), and The Leadership Conference Education Fund (The Education Fund), the research and education arm of the civil and human rights coalition, seek applicants for a two-year, full-time position as a civil rights law and policy fellow, beginning in September 2018.

The Leadership Conference on Civil and Human Rights is a coalition charged by its diverse membership of more than 200 national organizations to promote and protect the civil and human rights of all persons in the United States. The Leadership Conference is a 501(c)(4) organization that engages in legislative advocacy. It was founded in 1950 and has coordinated national lobbying efforts on behalf of every major civil rights law since 1957. The Education Fund is a 501(c)(3) organization that builds public will for laws and policies that promote and protect the civil and human rights of all persons in the United States through education and research initiatives. For more information about the organizations, visit [www.civilrights.org](http://www.civilrights.org) and [www.leadershipconferenceedfund.org](http://www.leadershipconferenceedfund.org).

### **Description**

The Leadership Conference Law and Policy Fellow will focus on legislative and legal research and advocacy on a wide range of civil rights issues. Responsibilities include: researching and writing legal memos on current civil rights issues; tracking the development of relevant civil rights legislation, regulations, and litigation; monitoring and analyzing legislative, administrative, and other policy proposals of interest to coalition members; proposing legislative and policy reforms; designing and drafting a variety of advocacy materials, such as talking points, congressional letters, fact sheets, and agency comments; performing direct outreach with policymakers and coalition building with member organizations; attending meetings and briefings with partner organizations and policymakers; managing undergraduate and legal interns on individual projects; helping the organization respond to breaking news and events that impact civil rights; helping to develop overall legislative strategies and policy priorities for the organization; and providing administrative support as needed.

In addition, the fellowship will provide an opportunity to work with leaders and national staff of many of The Leadership Conference's member organizations, as well as to learn firsthand about how policy experts collaborate with our communications and field teams to maximize the coalition's impact on law and policy at the local, state, and national levels.

### **Skills and Qualifications**

The job requires a commitment to civil and human rights; demonstrated research ability using online and offline materials; an ability to manage multiple tasks and a complex workload; ability to organize time efficiently; planning and coordinating skills; excellent interpersonal skills; a high level of personal energy and commitment; and the ability to work in a fast-paced environment and adhere to deadlines.

Minimum requirements are a law degree from an accredited law school, excellent research and writing skills, and proficiency in Microsoft applications and Lexis/Nexis and/or Westlaw. Experience with litigation, legislation, and with federal databases, is a plus.

### **Salary and Benefits**

This is a two-year fellowship level position with a salary commensurate with experience.

**To Apply:**

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

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

By mail to:

**The Leadership Conference on Civil and Human Rights  
The Leadership Conference Education Fund  
1620 L Street NW, Suite 1100  
Washington, DC 20036  
ATTENTION: Civil Rights Law and Policy Fellow**

Or by email to:

[personnel@civilrights.org](mailto:personnel@civilrights.org) with “Civil Rights Law and Policy Fellow” 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 orientation, gender identity and expression, national origin, age, disability, or veteran status.*