



Policy Assistant

The Leadership Conference on Civil and Human Rights

Washington, DC

The Leadership Conference and The Education Fund seek an assistant for the policy department. This is an entry-level position at the center of the organizations' work. The Policy Assistant will have the opportunity to play a role in advancing civil rights and social justice policy for the nation and will be exposed to the most broad-based civil rights coalition in the country. This position performs several administrative, technical support, and substantive tasks in support of the Policy Department. The individual will report to the Executive Vice President of Policy and work closely with all Policy Department staff.

The Leadership Conference on Civil and Human Rights, a 501(c)(4) organization, is the premier coalition of more than 200 organizations which promotes and protects civil and human rights in America. The Leadership Conference has coordinated national lobbying 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 US. Founded in 1969 as the education and research arm of The Leadership Conference, the Education Fund's campaigns empower advocates to push for progressive change in the US. To learn more about the Education Fund, visit leadershipconferenceedfund.org.

Some of the responsibilities include assisting in efforts to lobby Members of Congress- scheduling meetings and pre-meeting calls, maintaining target lists, and providing technical assistance during meetings. The Policy Assistant will also provide technical support for the organization and coalition members in their efforts to advance civil rights legislation. The Policy Assistant is expected to stay up-to-date on issues by reading professional print or online journals, newspapers, blogposts, Twitter feeds, and other relevant sources. They will maintain the Executive Vice President of Policy's calendar and occasionally be asked to communicate on behalf of the Executive VP.

Ideal candidates for this position will share our commitment to civil and human rights and will have some legislative experience with a civil rights organization. They must be highly organized and proficient in Microsoft applications internet research. They will have demonstrated a commitment to civil rights, good interpersonal skills, and the desire and ability to work with a diverse staff. The assistant will manage a complex workload, balance multiple tasks, and must organize time efficiently. A Bachelor's degree is 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 Policy Assistant in the subject line. Only applications submitted by email will be considered.

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, age or disability.