

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

The Leadership Conference on Civil and Human Rights (The Leadership Conference), the nation's oldest, largest, and most diverse civil and human rights coalition, and The Leadership Conference Education Fund (The Education Fund), the research and education arm of the civil rights coalition, seek applicants who are interested in a full-time position as a Counsel. The Counsel will work directly with the Executive Vice President/Director of Public Policy and the policy staff on implementing short and long range public policy advocacy initiatives that will advance civil and human rights policy development and enforcement.

Job Description and Responsibilities

- Working to facilitate the development of a federal policy agenda for our broad coalition of civil and human rights groups
- Meeting with congressional staff and executive branch personnel to advocate for civil rights legislation and policies, as well as judicial and executive branch nominations
- Writing and/or editing position papers and coalition advocacy letters
- Analyzing and monitoring federal current civil and human rights issues and legislation
- Providing staff support for various coalition task forces and the task force chairpersons
- Representing The Leadership Conference and The Education Fund at workshops and conferences, as appropriate
- Convening and sometimes presiding at meetings of civil and human rights organizations to address timely public policy issues and to reach consensus positions
- Assisting in the development of educational materials, including reports, policy statements, congressional testimony, and talking points to educate policymakers and the general public on coalition priority issues

Skills and Qualifications

The applicant must have a good understanding of civil rights legislation and policies. The job requires: a commitment to civil and human rights; strong legal research and analytical skills; strong writing and editing skills, including the ability to produce finished work products in a timely matter; ability to draft and analyze legislative language; excellent verbal communication, interpersonal, and organizational skills; ability to manage a complex work load. Applicants should be licensed attorneys. Minimum requirements are a JD degree and some prior experience in civil and human rights issues, with thorough knowledge of voting rights preferred. Hill or related experience is also preferred.

Salary and Benefits

For this position, salary and title will be commensurate with experience and the organizations' pay scale. Benefits will be provided.

To Apply

Send resume and cover letter **by December 9, 2016** either via email to personnel@civilrights.org with Counsel on the subject line; fax to 202-466-3435; or mail to:

The Leadership Conference on Civil and Human Rights
The Leadership Conference Education Fund
1620 L St, NW, Suite 1100
Washington, DC 20036
ATTENTION: Counsel

We are not able to handle telephone inquiries at this time.
The Leadership Conference and The Education Fund are equal opportunity employers and seek applicants who will contribute to the diversity of the staff.