

## ACS Chapters Associate Job Description

ACS believes that the Constitution is “of the people, by the people, and for the people.” We interpret the Constitution based on its text and against the backdrop of history and lived experience. Through a diverse nationwide network of progressive lawyers, law students, judges, scholars and many others, we work to uphold the Constitution in the 21st Century by ensuring that law is a force for protecting our democracy and the public interest and for improving people’s lives.

### RESPONSIBILITIES

The ACS Chapter Associate will perform a wide variety of administrative tasks in support of the ACS Chapters Team, which supports the work of over 240 ACS Student and Lawyer Chapters around the country. Work will include event scheduling and support; communications with ACS Student and Lawyer Chapter Leaders, Faculty Advisors, Speakers, etc.; zoom facilitation; data entry and database management; and digital support (website management, email management, research, etc.). The Chapter Associate will provide substantive support to the Chapters Team on chapter events, large-scale programs, yearly conferences, networking programs, and generally support the team’s work on expanding and strengthening ACS’s national network of lawyers and law students. Associates will also often participate in networking sessions and opportunities with notably accomplished progressive attorneys from diverse professional backgrounds. Evening work is sometimes required for specific events, but weekend work is limited to major conferences once or twice per year.

Applicants who are recent college graduates and considering law school are encouraged to apply, as the person in this position will develop a deeper understanding of the legal profession. A timed writing test will be required by potential candidates.

This position is based in Washington, D.C., but the office is currently working remote until further notice.

### QUALIFICATIONS

- Bachelor’s Degree
- A commitment to work a one-year minimum term.
- A strong commitment to ACS’s mission.
- Self motivation/ability to work independently.
- Ability to manage a number of diverse projects and budget time accordingly.
- Excellent interpersonal skills.
- Excellent organizational skills with attention to detail.
- Excellent written and oral communication skills.
- Familiarity with Microsoft Office.
- Social media, HTML, and Salesforce experience are a plus.

### BENEFITS

- Non-negotiable salary of \$45,000.
- Generous health, vision, dental, life insurance.
- Paid holiday, vacation, and sick leave.

### How to Apply

Those wishing to apply should submit a résumé, cover letter, an official or unofficial transcript and one letter of recommendation (each as a PDF) to Jeran Wiebke, Office Manager & Bookkeeper, at [jobs@acslaw.org](mailto:jobs@acslaw.org). Please include “ACS Chapter Associate Candidate” in the subject line.



ACS values a diverse workforce and an inclusive culture. ACS encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.