ACS 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

ACS is hiring for two Associate positions: a Chapters Associate and a Strategic Engagement Associate.

The ACS Associates perform a wide variety of administrative tasks in support of their respective departments. For the Chapters Associate, this will include supporting the work of over 250 ACS Student and Lawyer Chapters around the country. For the Strategic Engagement Associate, this will include supporting 54 Path to the Bench Working Groups across 41 states. Work will include lending substantive support; cultivating high level stakeholders; event scheduling and support; communications with ACS network members (Chapter Leaders, Judges, Hill Staff etc.); zoom facilitation; digital support (website management, email management, research etc.); and data entry and database management. The Associates will provide substantive support to their respective departments on various conferences, including both network-wide events and private convenings, and generally support the team’s work on expanding and strengthening ACS’s national network. 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 and a good sense of humor.
- 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 Morgan Washburn, HR Manager, at jobs@acslaw.org. Please include “ACS 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.