

ACS Policy and Program/Network Advancement Associate

The American Constitution Society (ACS) is hiring an associate who will split their time between the Policy and Program Department and the Department of Network Advancement.

Responsibilities

The Policy and Program/Network Advancement Associate will perform a wide variety of administrative tasks in support of the Policy and Program Department and the State Attorneys General Project in the Department of Network Advancement. The main focus of the day-to-day work includes event scheduling and logistical support, Zoom facilitation, data entry and database management, digital support such as website or email work, and research. The associate will help manage regular virtual events, as well as national events in Washington, D.C., including our annual National Convention and smaller conferences, events, and convenings in D.C. or elsewhere. Evening work is sometimes required for specific events, and 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 have the opportunity to network with progressive attorneys from diverse professional backgrounds and develop a deeper understanding of the legal profession. A timed writing test will be required by potential candidates.

Location

ACS's national office is located in Washington, D.C. The associate may work hybrid in-office/remotely if they live in the Washington metropolitan area or remotely if they live outside that area with the expectation of occasional travel to Washington D.C., when necessary. *ACS requires vaccination of all employees that perform in-person job duties.*

Qualifications

- Bachelor's Degree
- Commitment to work a one-year minimum term
- Strong commitment to ACS's mission
- Self-motivation and 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

Interested applicants should email a cover letter and resume to jobs@acslaw.org with “Policy and Program Associate” in the subject line. No phone calls please.

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.