



ACS Seeks Assistant Director of Chapter

The American Constitution Society (ACS) has an immediate opening for an Assistant Director of Chapters to help manage a growing national network of nearly 250 lawyer and law student chapters and support the overall work of the Department of Network Advancement. The ideal candidate could be based in Washington, D.C., or could work remotely (preferably from the West Coast).

RESPONSIBILITIES

The Assistant Director of Chapters will assist in:

- Managing the existing network of ACS lawyer chapters across the country and strategic expansion of ACS lawyer chapters in new cities and states;
- Managing and strengthening the existing network of ACS student chapters across the country;
- Building a vibrant, diverse, active and cohesive network for members at all stages of their careers;
- Supporting and facilitating individual chapter programming and coordinating programming for ACS wide leaders;
- Approving and handling funding for chapter events;
- Implementing the division's budget and strategic priorities;
- Integrating chapter activities and chapter members into ACS's various substantive initiatives;
- Developing and planning signature events to raise money and to raise ACS's profile and broaden its impact in key legal markets around the country;
- Facilitating outreach to chapter members and outside organizations;
- Empowering, supporting, and uplifting ACS student and lawyer chapter leaders;
- Working to ensure career-long engagement with the ACS network;
- Coordinating the participation of network members with ACS special projects and career opportunities;
- Other duties as may be assigned from time to time within the overall department.
- ACS requires Covid-19 vaccination of all employees that perform in-person job duties.

DESIRED QUALIFICATIONS

The ideal candidate will possess many of the following qualifications and personal attributes:

- Campaign or other organizing or event planning experience
- Strong attention to detail
- Ability to absorb information about several moving parts
- Ability and flexibility to navigate collaborations with individuals across the legal profession, throughout the country, across subject matters, and across experience levels (from law student, to new lawyer, seasoned lawyers, scholars, judges, and public officials)
- Excellent writing skills
- Thrives in a collaborative and outcome-driven work culture
- Performs well in a team environment, but can also consistently accomplish tasks independently
- Knowledge of current legal and public policy issues
- Some travel for meetings and events is required (where safe and appropriate)
- JD preferred
- Social media and Excel experience are a plus

How to Apply

The salary for this position is \$60,000. Benefits include health, vision, dental, life insurance. Along with paid holiday, vacation, and sick leave. 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. Interested applicants should email a cover letter and resume to Morgan Washburn at jobs@acslaw.org.