

## ACS Strategic Engagement Associate Job Description

The American Constitution Society (ACS) is a 501(c)3 non-profit, non-partisan legal organization. Through a diverse nationwide network of progressive lawyers, law students, judges, scholars, advocates, and many others, our mission is to support and advocate for laws and legal systems that strengthen our democratic legitimacy, uphold the rule of law, and redress the founding failures of our Constitution and enduring inequities in our laws in pursuit of realized equality.

### RESPONSIBILITIES

ACS is hiring an Associate for our Strategic Engagement team.

The Strategic Engagement Associate performs a wide variety of administrative tasks in support of ACS's work to build a pipeline of progressive legal talent for influential legal and policy positions, with an emphasis on the federal judiciary. Work will include lending substantive support; cultivating high level stakeholders; event scheduling and planning; 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 Associate will provide substantive support on various conferences, including both network-wide events and private convenings, and generally support the team's work on expanding and strengthening ACS's judicial pipeline work. The Associate will also often participate in networking sessions and opportunities with notably accomplished progressive attorneys from diverse professional backgrounds. Evening work is very occasionally 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 develop a deeper understanding of the legal profession.

ACS has a flexible remote work policy, but this position is based in Washington, D.C. A timed writing test will be a required part of the application process.

### 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.
- ACS requires COVID-19 vaccination of all employees that perform in-person job duties.

### 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 a list of three references (each as a PDF) to Morgan Washburn, HR Manager, at [jobs@acslaw.org](mailto:jobs@acslaw.org). Please include “ACS Strategic Engagement 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.