



Project Coordinator

The Lawyers' Committee for Civil Rights Under Law, a private nonprofit, nonpartisan civil rights legal organization, is seeking to fill a project coordinator position in its National Campaign for Fair Elections with a bright, creative, and hard-working organizer. This position is funded by grant through December 31, 2008, and may be extended if additional funding is secured. The position will primarily work with current staff on the Election Protection Program – the nation's largest, non-partisan voter protection program, as well as an ambitious election reform agenda. The position will assist in the coordination of a nationwide network of volunteers, administration of the 866-OUR-VOTE voter services hotline, assist with grassroots advocacy, and provide administrative support as needed. The individual will also coordinate an online communications strategy, including administration of the campaign blog, cross-promotion, and maintenance of campaign and coalition websites.

The ideal candidate will have 1-3 years experience organizing either political, non-partisan, issue or candidate campaigns. Familiarity with organizing software and web based organizing is strongly preferred. The applicant must have strong writing and editing skills. The position will be responsible for developing web content, assisting with the recruitment and management of volunteers, coalition support, and administrative support as needed. The candidate should be well organized with an exceptional attention to detail, a fast-learner who is willing to put in long hours, have a passion for progressive causes, and a strong head on his or her shoulders. The program will be run in a campaign-like atmosphere so applicants must be able to work under pressure and with tight deadlines. The perfect candidate will also be affable, outgoing and capable of helping to maintain coalition and volunteer relationships.

To Apply: Please send a letter of interest, resume, and three references to kcoates@lawyerscommittee.org or **Kathy Coates, Lawyers' Committee for Civil Rights Under Law, 1401 New York Avenue, Suite 400, Washington, D.C. 20005**. The Lawyers' Committee is an Equal Opportunity Employer. We encourage applications from minorities, women, and persons with disabilities. The position will remain open until filled, and applications will be reviewed as received. Salary for this position is commensurate with experience. A generous fringe benefits package, including employer-funded health insurance and a retirement plan, is provided.