

Career Opportunity
ADVOCACY ASSOCIATE [LGLF-39]
AMERICAN CIVIL LIBERTIES UNION
National Legal Department, NY

The **American Civil Liberties Union (ACLU)** is a national public interest organization, with offices in fifty states, dedicated to protecting human rights and civil liberties in the United States. The National Legal Department of the national office, in New York City, is seeking an **Advocacy Associate** who will work with a team of lawyers in the ACLU's Human Rights Program who are applying a human rights framework to advance ACLU advocacy in areas including immigrants' rights, women's rights, racial justice, and national security.

OVERVIEW:

The Advocacy Associate will play a key role in planning and executing advocacy campaigns for the Human Rights Program, including organizing regional workshops on human rights issues. The Associate will help to plan and execute the logistical aspects of these workshops, and will be responsible also for ensuring that participating affiliates and other organizations implement workshop outcomes. Additionally, the Associate will assist Human Rights Program staff in developing human rights campaigns, including public education and media work, on the 4 priority areas of the Human Rights Program.

ROLES AND RESPONSIBILITIES:

- Identify facilities and locations for conducting human rights workshops and plan and maintain registration records.
- Serve as the point person for logistics, as well as liaise with the affiliates and other community organizations.
- Coordinate travel arrangements for speakers and participants.
- Provide logistical support for human rights campaigns.
- Facilitate communications between ACLU national projects, ACLU affiliates, and other human rights organizations in collaborative advocacy projects.
- Develop written materials, prepare background memoranda on selected topics and draft op-eds and blogs.
- Perform legal and factual research.
- Cite-check briefs, memoranda and human rights reports.
- Conduct internet and other factual research on pertinent human rights issues.
- Draft and update the Human Rights Program's docket.
- File documents with federal court and human rights bodies.
- Perform related responsibilities as necessary.

EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree required, graduate degree preferred.
- Minimum 2 - 3 years of experience in human rights or civil rights work required.
- Commitment to assisting ACLU in mission to defend human rights and civil liberties.
- Knowledge of and prior experience in conducting human rights/civil rights advocacy campaigns and organizing projects.
- Familiarity with and ability to work in close partnership with diverse grassroots organizations.
- Excellent research and writing skills.
- Ability to maintain confidentiality of information.
- Ability to multi-task and meet deadlines.
- Must be a dedicated self-starter, team player with ability to work independently and under pressure.

- Experience in using multi-media in human rights advocacy is preferred.
- Experience in event planning and public speaking a distinct advantage.
- Strong computer skills in Windows 98 or 2000 environment, especially Word and Word Perfect 10; familiarity with other computer programs including Excel, Power Point and Adobe, database software and the Internet is essential.
- Must possess the drive to see work through to completion.
- Must be willing to travel.

COMPENSATION:

The ACLU offers a generous and comprehensive compensation and benefits package, commensurate with experience and within parameters of the ACLU compensation scale.

HOW TO APPLY:

If you are a proactive and resourceful team player with a passion for public interest issues, please send a cover letter (with salary requirements), current resume, names and telephone numbers of two references, and a writing sample of not more than five pages by email to hrjobs@aclu.org. Reference [LGLF-39/AICH] in subject line – or by mail to:

Human Resources

RE: [LGLF-39/AICH]

American Civil Liberties Union

125 Broad Street, 18th Floor

New York, NY 10004

Applications will be accepted until the position is filled, which will not be before June 30, 2008. Please indicate where you learned of this job posting.

The ACLU is an equal opportunity/affirmative action employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.

The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name “ACLU.”