

**Career Opportunity**  
**LEGISLATIVE COUNSEL/LOBBYIST [WLOU-23]**  
**American Civil Liberties Union**  
**Washington Legislative Office, D.C.**

The **American Civil Liberties Union (ACLU)** is seeking a professional to serve as a **Legislative Counsel/Lobbyist** in the national organization's Washington Legislative Office (WLO) located in Washington, DC. The Washington Legislative Office is responsible for advancing the civil liberties agenda of the national organization before Congress and the Executive Branch.

The Legislative Counsel/Lobbyist, working under the supervision of the Chief Legislative and Policy Counsel, will be expected to be knowledgeable about a wide range of civil liberties issues but will focus particular attention on a portfolio of issues to be assigned from time to time.

**ROLES AND RESPONSIBILITIES:**

- Prepare and deliver testimony on pending legislation before congressional committees.
- Research and draft legislative memoranda on federal bills and proposed administrative rules and regulations affecting civil liberties; prepare legal memoranda evaluating current law, proposed changes and ACLU policies; draft regulatory submissions, including comments and formal pleadings.
- Lobby members of Congress and their staff to support ACLU positions on pending legislation.
- Conduct and Coordinate in-depth civil liberties briefings for congressional and Executive Branch staff.
- Participate as the ACLU representative in meetings of ad hoc legislative coalitions.
- Work with national and local media.
- Review and edit documents for Communications and Field Outreach staff.
- Collaborate with other legislative counsel/lobbyists, policy counsel, communications, outreach and grassroots organizing staff.
- Coordinate efforts with other branches of the ACLU national organization, including its legal projects, communications staff and state strategists, as well as with staff at state affiliates around the country.
- Supervise an administrative staff person and ACLU volunteers and interns.

**EXPERIENCE AND QUALIFICATIONS:**

- A law degree, other advanced degree, or comparable legislative experience is required.
- Minimum of three (3) years experience working on legislative matters, particularly experience involving civil liberties or civil rights issues.
- Good written and oral communication skills.
- Demonstrated ability to analyze and communicate effectively.
- Knowledge and understanding of issues relating to law, public policy and the legislative process.
- Capacity to organize and work with coalitions to achieve legislative goals.
- Litigation experience involving civil liberties or related public interest issues is a plus.
- Demonstrated commitment to and knowledge of civil liberties, civil rights and constitutional law.

**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) and resume by email to [hrjobs@aclu.org](mailto:hrjobs@aclu.org). Reference [WLOU-23/AICH] in subject line – or by mail to:

*Human Resources*

**RE: [WLOU-23/AICH]**

*American Civil Liberties Union*

*125 Broad Street, 18<sup>th</sup> Floor*

*New York, NY 10004*

*Applications will be accepted until the position is filled which will not be before July 4, 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.”