



ELECTION PROTECTION COORDINATOR

Job Summary

Chicago Lawyers' Committee for Civil Rights seeks a part-time professional (approximately 20 hours per week) to serve in the role of Election Protection Coordinator approximately January through May 2024 and September through November 2024. The Election Protection Coordinator will work with the organization's voting rights team to execute the day-to-day preparations for the organization's non-partisan Election Protection program. The Election Protection Coordinator will report to the Senior Counsel in the voting rights team.

The Election Protection Coordinator position is an exciting opportunity for a professional who has strong project management, organization, and communications skills, as well as a passion for advancing racial equity.

Key Responsibilities of Position

- Support voting rights team in day-to-day operations related to Election Protection, using project management tools such as Airtable
- Complete administrative responsibilities for registering volunteers, including scheduling, tracking, and setting up trainings for various facets of program, including call center, field, and jail voting programs
- Support volunteer coordination, including communicating with pro bono volunteers and other stakeholders
- Review and update training materials and resources
- Support outreach to coalition partners and community organizations
- Support internal and external communications regarding Election Protection
- Organize information regarding voters' experiences

Required Skills and Abilities

- High degree of flexibility and willingness to work on a broad range of tasks, ability to multi-task, and attention to details and accuracy
- Significant initiative as a self-starter with an ability to work independently in a deadline-driven environment with competing priorities
- Ability to prioritize tasks and work effectively in a fast-paced environment
- Experience with project management, such as experience with platforms such as Airtable or willingness to learn
- Proficiency with Word, Excel, Google Docs (and Google Workspace tools), and PowerPoint
- Excellent organizational skills
- Excellent communications skills, including the ability to communicate effectively with a diversity of groups and individuals
- Strong people skills, especially ability to work in a culturally competent manner and ability to work well in a team

- Willingness to travel locally and flexibility to occasionally work evenings and weekends for Election Protection trainings and events
- College degree (bachelor's, associate, or equivalent) required
- Skills in languages other than English are valued but not required

Please note that we offer a hybrid work arrangement, with the option for some work hours to be completed remotely.

Pay Range: \$28-33 per hour, depending on experience, for approximately 20 hours per week from January through May of 2024 and September through November of 2024.

To Apply: Please e-mail a cover letter, resume, and 3 references to: Elesha Jackson, Director of Administration, ejackson@clccrul.org with Election Protection Coordinator in the subject line. No telephone inquiries please. Applications will be accepted until the position is filled. However, in order to receive full and timely consideration, candidates are strongly encouraged to submit their applications by December 8.

About Our Organization and Election Protection:

Founded in 1969, Chicago Lawyers' Committee for Civil Rights is a non-profit, non-partisan organization working to secure racial equity and economic opportunity for all. Our voting rights team works to eliminate barriers to voting and civic participation, especially in communities of color and low-income communities, to ensure that all voters are able to cast a ballot and make their voices heard. Our work includes leading Election Protection efforts for 866-OUR-VOTE in Illinois and Indiana. Leveraging partnerships with pro bono attorneys, national Lawyers' Committee, and local organizations, we work to ensure that every eligible voter can exercise their fundamental right to vote.

Chicago Lawyers' Committee for Civil Rights is an Equal Opportunity Employer. We prioritize equity and inclusion in our organizational culture and hiring, and we value candidates with lived experience in the communities we serve. We welcome all applicants regardless of race, color, ancestry, national origin, gender identity, sexual orientation, religion, age, disability, service in the military, or other identity factor.