June 16, 2020

POLITICAL STRATEGIES ASSOCIATE

Application Deadline: July 7, 2020

The American Civil Liberties Union of Washington (ACLU-WA) is seeking a full-time Political Strategies Associate to support the smooth functioning of a busy legislative advocacy team. The Political Strategies Department (PSD) works with a broad range of stakeholders across Washington State to advance state and local legislative agendas that advance and defend civil liberties and civil rights. The Political Strategies Associate reports to the Political Director and supports the Political Director, Legislative Director, Field Director, and Activism Manager.

OVERVIEW

The ACLU of Washington is a leader among state affiliates of the American Civil Liberties Union, the country’s premier guardian of liberty. We work in courts, legislatures, and communities to protect and extend American rights to freedom, fairness and equality. The ACLU is both nonprofit and nonpartisan. We are supported by more than 135,000 members, activists, and donors.

The ACLU of Washington is committed to ending racism in Washington State and throughout the country. This includes how we work with each other, and with our partners and allies in the communities we serve. We are committed to bringing anti-racism to all aspects of ACLU-WA's internal and external functions, including but not limited to recruitment, hiring and human resources, strategic planning, ally, donor, and volunteer relations, Board and committee processes, and deciding what cases to litigate. We are looking for candidates who share this commitment to advancing racial justice, both internally in our organization and externally in the communities that we serve.

The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, sexual orientation, gender, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, socio-economic circumstance, or record of arrest or conviction. We do not conduct criminal background checks on our candidates.

PRIMARY RESPONSIBILITIES
• Participation in ACLU-WA’s race equity work. This may include utilizing ACLU-WA race equity tools, adopting ACLU-WA race equity practices, serving on the Race Equity Team or subcommittees, etc.
• During legislative sessions, use online tools (Microsoft Teams, FiscalNote, Washington State Legislature bill tracking and other website tools, e.g.) and “managing up” skills to track a high volume of bills, assign analyses to various ACLU-WA staff, follow up to ensure timely completion, and ensure staff are immediately aware of scheduled hearings and votes
• Help staff manage their calendars to support effective prioritization
• Develop and maintain positive professional relationships with legislative aides and executive support staff to promote good will toward ACLU-WA staff and facilitate access to decision makers; return calls and emails promptly and courteously, follow up with kindness, respect others’ time, and express appreciation for their commitments
• Implement and manage internal meeting schedule
• Coordinate onsite meetings with external participants, including video- and/or telephonic conferencing; take notes, prepare background materials, order meals and/or refreshments; ensure clarity about ownership of follow-up actions
• Schedule offsite meetings for PSD team members with lawmakers and other elected officials, legislative and agency staff, and other organizational and community leaders
• Make travel arrangements; handle conference registrations, hotel and ground transportation reservations, and scheduling of side meetings with local contacts
• Prepare weekly updates of progress on the ACLU-WA legislative agenda for internal and external audiences
• Track ballot initiative campaign Public Disclosure Commission filings
• Own and help on other events and projects as needed
• Support PSD coordination with other departments

QUALIFICATIONS
• Ideal candidates will have an awareness of, and willingness to engage in, the difficult and transformative work of challenging systems of oppression, institutional and structural racism, and implicit bias
• A “customer service” orientation that enjoys figuring out how to make others’ jobs easier and reaching out through phone, email, and face-to-face contact to move work forward
• An unwavering focus on follow-through and no dropped balls—staying on top of tasks, identifying follow-up needs, and checking progress against deadlines
• Attention to detail that ensures all materials and communications intended for external audiences are polished—accurate and correct in content, spelling, and grammar; precise in nuance; and appropriate in tone for the context
• Computer and Internet proficiency: MS Office suite, especially Outlook, Excel and Word; online research
• Excellent interpersonal skills and a communication style that is confident, warm, and welcoming to people with a wide range of backgrounds and lived experiences

WORK ENVIRONMENT
The ACLU-WA’s staff of 40+ employees and numerous volunteers generally work in a standard office setting in downtown Seattle between the hours of 9am and 5pm. The physical demands described below represent most of those required to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

• Ability to type on a keyboard for long periods of time
• Ability to sit or stand for extended periods
• Ability to view a computer screen for long periods of time

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU reserves the right to change the description and/or posting at any time without advance notice. This position is “non-exempt” under the Fair Labor Standards Act.

COMPENSATION AND BENEFITS
The ACLU of WA is dedicated to centering equity in all aspects of the organization and, as such, has adopted a salary scale for measuring how to best compensate its employees. The salary for this position is $50,420. Non-exempt employees observe a 35-hour work week with a 1-hour lunch break.

Benefits include three weeks of vacation, twelve sick days, eleven holidays, fully paid employee medical, dental, vision, and disability insurance, a generous retirement plan, and an ORCA card, the regional transportation pass.

APPLICATION PROCEDURE
To apply, email a cover letter and resume to Jobs@aclu-wa.org and include in the subject line of the email: your last name and Political Strategies Associate. In your cover letter, please indicate where you learned of the posting. Applications will be accepted until July 7, 2020, at which time the job announcement will be removed from our website at www.aclu-wa.org/careers.

The ACLU of Washington comprises two separate corporate entities, the American Civil Liberties Union of Washington, Inc. and the American Civil Liberties Union of Washington Foundation. The two corporations share the same overall mission, office space, and employees. This job posting refers collectively to the two organizations under the name “ACLU of Washington”.