



666 Broadway, 7th Floor  
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ccrjustice.org

**Title:** Advocacy Associate

**Status:** Full time – 40 hours per week

**Classification:** Non-Exempt

**Location:** New York City

**Reports to:** Advocacy Director

**Position Summary:** The Advocacy Associate provides administrative support for the Center for Constitutional Rights' Advocacy department, and assists with research and writing on advocacy priorities and targets, as outlined below.

**Background:**

The Center for Constitutional Rights works with communities under threat to fight for justice and liberation through litigation, advocacy, and strategic communications. Since 1966, we have taken on oppressive systems of power, including structural racism, gender oppression, economic inequity, and governmental overreach.

Too often, the law supports systems of power that violate our most fundamental rights and prevent people from living with dignity. We use creative and aggressive legal strategies against the most virulent forms of oppression to push the law to meet the demands of justice. Our advocacy work complements litigation to build power where it's most needed, among communities who have been pushed to the margins. Through strategic communications, we shift the dominant narratives that normalize rights violations and increase public support for our efforts.

Our approach is holistic, fearless, and relentless. By partnering with communities fighting for social justice and centering their struggles for liberation, we are able to transform systems, policies, and public narratives. You have a role to play in this fight.

The Advocacy Associate will advance the mission of the Center for Constitutional Rights' Advocacy Team and support the development of dynamic advocacy campaigns, political engagement strategies, public events, cultural programming, and educational materials on a wide-range of social justice issues. This entry-level position will contribute to our work with movement partners and allies – co-designing the cultural, legal, and political interventions that challenge government and corporate abuses in areas such as immigration, solitary confinement, and racial and religious profiling, and standing with

freedom fighters and social movements, including those working to achieve gender justice and LGBTQIA+ rights, Palestinian human rights, and environmental justice.

The Advocacy Associate is a new position in support of our expanding advocacy work. The ideal candidate is a motivated and creative professional with superb attention to detail and the ability to communicate effectively both verbally and in writing. Join forces with activists, lawyers, and storytellers to fight oppression and build the power of impacted communities and social movements in the U.S. and internationally.

**Responsibilities:**

- Support the advocacy team in undertaking research, writing, participation in coalition and network meetings, executing advocacy events, and providing advocacy support for legal cases
- Assist in the development of advocacy materials including client profiles, fact sheets, and policy backgrounders, and submissions to international human rights bodies
- Research potential partners and advocacy targets, including mapping the advocacy landscape and maintaining up-to-date contact lists, including but not limited to city councils, the U.S. Congress, and international human rights bodies
- Provide administrative support to the Advocacy team including scheduling of meetings and note-taking, maintaining and updating the advocacy and events calendars, researching and liaising with vendors, making travel arrangements, coordinating mailings, photocopying, scanning and faxing documents, ordering event supplies, food, and beverages, and submitting check requests and other finance-related items
- Participate in event preparation, set-up, and registrations as needed
- Participate in departmental and organizational planning and organization-wide committees and carry out work assigned
- Other related work as assigned by the Advocacy Director

**Qualifications:**

- Minimum of two (2) years of related experience required
- Passion for human rights issues and commitment to community-centered, movement-led efforts for social change
- Excellent organizational and time-management skills, including proven ability to efficiently manage multiple tasks and priorities under tight deadlines and in a fast-paced environment
- Excellent problem-solving skills, including ability to anticipate problems and use judgement appropriately to plan solutions
- Excellent attention to detail with a high level of accuracy
- Excellent written and interpersonal communications
- Proficiency in Spanish or other non-English language a plus
- Literacy with social media platforms
- Strong digital skills, with proficiency in MS Office, Adobe, and Google applications
- Ability to work both independently and as a member of a team
- Professionalism, initiative, and personal responsibility

- Integrity, grace under pressure, and a sense of humor
- Multi-cultural competence and comfort – ability to work with a diverse team and to work across differences at all levels
- Comfort working in a progressive legal and advocacy environment
- Ability to work some evenings and occasional weekends as required
- A belief in the mission of the Center for Constitutional Rights

**Compensation:** Salary is commensurate with experience and subject to union collective bargaining agreement. The salary range for the position is \$62,031 to \$81,115.

Benefits include employer contribution to 401K plan and flexible spending account, vacation, sick leave, and holidays, and 100 percent organization-paid health benefits including medical, dental, life, and short- and long-term disability insurance.

**Contact:** Qualified candidates should visit <https://ccrjustice.wufoo.com/forms/advocacy-associate/> to submit an online application. Applicants will be asked to submit a resume, cover letter, and three writing samples. No phone calls please.

CCR IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ACTIVELY RECRUITS WOMEN, PEOPLE OF COLOR, PERSONS WITH DISABILITIES, AND LGBTQIA+ AND GENDER NON-CONFORMING PEOPLE.