



POSITION ANNOUNCEMENT PROGRAM ASSOCIATE

**National Lawyers Guild, National Office
Independent Contractor, Limited Duration**

The NLG Program Associate is an independent contractor position that will be responsible for supporting the diverse needs of the National Lawyers Guild National Office (NO) in programmatic and administrative tasks as outlined in Key Duties, below. Contractor will work closely with all aspects of NO work, with primary support to Mass Defense, Programs, Fundraising and Membership, Communications, and general support.

About the National Lawyers Guild: National Lawyers Guild (NLG) is a membership-based organization with a longstanding commitment to racial, economic, gender, disability, queer liberation, the rights of people who are incarcerated, prison and policing abolition, and more. Our mission is to use law for the people; we unite lawyers, law students, legal workers, and jailhouse lawyers to function as an effective force in service of the people by valuing human rights and the rights of ecosystems over property interests. This is achieved through the work of our members, and NLG's numerous organizational committees, caucuses, and projects, reflecting a wide spectrum of intersectional issues.

Location and Schedule, Reports: Remote, 35 hours per week. Contractor will work closely with the NO staff and is expected to attend multiple virtual meetings. Contractor is expected to be available during the office's core working hours of Monday-Friday 10:30 a.m. to 5:30 p.m. ET.

Term: Program Associate Contractor will begin work immediately upon hire and continue for a term of eight weeks.

Fees: The NLG will pay Contractor \$33 per hour for a maximum of 35 hours per week for eight weeks for this contract, subject to extension upon mutual agreement. Contractor must provide a completed IRS Form W-9 to receive payments. Contractor is responsible for any tax liabilities incurred.

Required Qualifications:

- Commitment to NLG principles (including, but not limited to, anti-racism, anti-imperialism, anti-capitalism, and anti-oppression)
- 1-3 years of experience in student organizing, political organizing, and/or volunteer activist work commensurate to Key Duties below
- Excellent project management and time management skills, including ability to handle multiple projects simultaneously
- Ability to work collaboratively with meticulous attention to detail
- Demonstrated ability to present independent work in a collaborative team environment
- Strong verbal and written communication skills, including communicating effectively with internal and external constituencies
- Proficiency in Microsoft Office, G Suite, CryptPad, and Zoom
- Ability to conduct business in English
- Must be authorized to work in the United States.

Preferred Qualifications:

- Familiarity with Adobe InDesign, CiviCRM, WordPress, Slack, and Excel

Key Duties:

- Mass Defense Support (50%):
 - Assist Director of Mass Defense with coordinating chapter needs such as Legal Observer (LO) trainings, and distributing manuals and other guidance
 - Data gathering and management of active chapters and LO programs
 - Manage and keep track of recipients of 2024 Mass Defense Resources, including consolidating and organizing mass defense resources on various platforms
 - Email triage and support for inquiries from members and others
 - Webinar support, scheduling, and other administrative support to Director of Mass Defense and Mass Defense programming
- Education and Programs (15%)
 - Student chapter support
 - Scholar network support
 - Webinars and virtual educational programming
- Membership and Fundraising (15%):
 - Donation acknowledgements and reporting
 - Donor and financial data entry
 - Merchandise order support
- Communications and General National Office Support (20%)
 - Support projects in Communications, including social media, and emails to members and supporters through CiviCRM
 - General support for programming and projects

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www.nlg.org | 212-679-5100 | PO Box 1266, New York, NY 10009

How To Apply

Submit a letter of interest, a resume, and two references in one PDF document to jobs@nlg.org, with “[Full Name] - Program Associate Contractor 2024” as the subject of the email.

Applications will be evaluated on a rolling basis until the position is filled. Please apply early to ensure your application is considered.

The NLG National Office complies with federal and state disability laws and makes reasonable accommodations for applicants and contractors with disabilities. **If reasonable accommodation is needed** to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, **please contact jobs@nlg.org**.

The NLG is an affirmative action, equal opportunity employer. People of color, trans and LGBTQ people, women, people with disabilities, immigrants, formerly incarcerated people, and people who have lived in poverty are strongly encouraged to apply.

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