



POSITION ANNOUNCEMENT

Director of Education and Organizing

National Lawyers Guild National Office

Remote Position

Position Description: The NLG Director of Education and Organizing is a full-time staff member in the NLG National Office (NLG NO). In collaboration with other NO staff, the Director of Education and Organizing is responsible for developing materials aimed at increasing membership engagement, public visibility, and political education. This position is the main contact for NLG students, faculty, and law school chapters. Additionally, this position works with NO staff and NLG leadership to increase collaboration and communication between law school chapters, local chapters, regions, and national committees. The Director of Education and Organizing reports to the NLG NO Executive Director.

About the National Lawyers Guild: The 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 the law for the people. We unite lawyers, law students, legal workers, and jailhouse lawyers to form an effective force in service of the people, 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. Learn more at www.nlg.org.

Location: Remote, with a preference for New York, North Carolina, Oregon, or Texas.

Salary and Benefits: The salary range is **\$67,530.53-76,006.20**, commensurate with experience, with opportunities for annual COLA increases and pay raises. This position is unionized (UAW District 65, Local 2320), non-exempt, and has a 35-hour workweek. Benefits include employer-paid medical, vision, and dental insurance; a 401(k) plan with up to 4% employer match; paid family leave, disability, and life insurance; and paid time off, including three personal days, seven fixed holidays, four floating holidays, 18 sick days, and 20 regular vacation days annually. The NLG NO also observes three office-wide closures per year. This is subject to revision during the collective bargaining agreement process.

Required Qualifications:

- Commitment to NLG principles (including, but not limited to, anti-racism, anti-imperialism, anti-capitalism, and anti-oppression);
- Excellent verbal and written communication skills, including a demonstrated ability to collaborate effectively with internal and external constituencies and deliver content on deadline;
- Demonstrated ability to work both independently and collaboratively, share responsibilities, and support and acknowledge colleagues' contributions;
- Meticulous attention to detail and excellent organizational and time management skills, including a demonstrated ability to handle multiple projects simultaneously;
- Strong proficiency in Microsoft Office and Google Suite;
- 3-5 years of educational and/or organizing experience; and
- Must be authorized to work in the United States.

Preferred Qualifications:

- Familiarity with CiviCRM and WordPress;
- Experience working in nonprofit or mission-based organizations;
- Experience and knowledge of the NLG and our internal structures;
- Experience with collaborative workplaces and consensus-based decision making;
- Knowledge and familiarity with evolving digital security practices and platforms; and
- Understanding of political organizing and social movements, state repression, and left, radical, and progressive political ideologies.

Job Duties:**Internal Organizing (40%)**

- Serve as National Office contact person for NLG Students and Faculty
- Serve as National Office contact person for regions and national committees
- Coordinate national programmatic work, such as the annual Week of Abolition and Disorientation events
- In coordination with Directors of Mass Defense and Membership, create structures for collaboration between law school chapters, local chapters, regions, and national committees

Political Education (30%)

- Work with National Office staff in selecting topics for educational projects such as webinars, trainings, and responsive resources to support activists and movements
- Assist with NLG publications such as political statements, articles, blog posts, amicus briefs, and NLG Review
- Coordinate with Director of Communications on social media and website post content
- Coordinate with National Office and NLG Foundation staff to administer NLG fellowship and grants programs

Conventions (20%)

- Assist with selection of programming and schedule of events for the national convention, and act as point person for event and meeting organizers
- Provide support and act as National Office point person for regional conventions

Collective Projects (10%)

- Participate in organizational development initiatives such as big-picture visioning, strategic planning, office-wide and individual assessment and work planning, skills building, and collaboration with membership
- Engage in political education and training opportunities to keep updated on pressing political and societal issues
- Collaborate on rapid response planning and implementation with the NO staff and NLG members

Work Environment:

The work environment described here represents what an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals of all abilities to perform the essential functions.

- This position is remote for non-local residents. The Director of Education and Organizing must be able to participate in online virtual communications, including email and video conferencing, used to facilitate virtual office culture and work sharing.
- This full-time (35-hour week) non-exempt position generally requires availability during core office hours of Monday through Friday, 10:30 a.m. to 5:30 p.m. Eastern Time, and occasional work on evenings and weekends as needed.
- Employees must be able to conduct business in English; however, fluency in languages other than English is a plus.
- This position requires some work at off-site locations (e.g., annual convention, National Executive Committee meetings); the NLG aims for accessibility in any off-site location.
- This role routinely uses standard office equipment such as computers, phones, and webcams. Employees are regularly required to communicate effectively both remotely and in-person.

How To Apply:

Candidates should submit a letter of interest, a resume, and two references in one PDF document to jobs@nlg.org, with “[Full Name] - Director of Education and Organizing” as the subject of the email.

The letter of interest should describe your motivations for working with the NLG, any movement experience, and details about your demonstrated experience in any of the job functions. Letters

of interest will not be evaluated based on adherence to any specific cover letter conventions; we just want to know more about your personal, political, and/or professional interest in this role.

References will not be checked until the last round of interviews and candidates will be given an opportunity to notify their references in advance. This position is remote with some travel, and candidates must be legally authorized to work in the United States.

Timeline:

Applications will be evaluated on a rolling basis until the position is filled. **Application review will proceed immediately, with decisions beginning on August 25, 2026.** Please apply early to ensure your application is considered. **Tentative start date is October 5, 2026.**

The NLG National Office complies with federal and state disability laws and makes reasonable accommodations for applicants and employees 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. BIPOC, trans and LGBTQ people, women, people with disabilities, immigrants, formerly incarcerated people, and people who have lived in poverty are strongly encouraged to apply.