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NCLC.ORG

Advocacy Operations Assistant

The National Consumer Law Center (NCLC) is seeking an **Advocacy Operations Assistant** to join our experienced Operations team based at NCLC's national headquarters in Boston, MA. The Advocacy Operations Assistant provides key administrative and research support to NCLC Consumer Law Advocates in their work related to federal and state consumer protections. This is a full time position.

At this time, NCLC is operating in a hybrid work environment. This position is currently expected to work in the Boston Office 2 days per week and from home 3 days per week, subject to change.

Founded in 1969, NCLC is a nonprofit, public interest advocacy organization that seeks to build economic security and family wealth for low-income and other economically disadvantaged Americans. NCLC is a leading source of legal and public policy expertise on consumer issues for lawyers, federal and state policymakers, consumer advocates, journalists, and front-line service providers. For more information, please see our website at www.nclc.org.

Key Responsibilities:

- Conduct factual, investigative and research utilizing a variety of resources including databases, phone, internet and email
- Set up, organize and manage shared advocacy drive folders, files and repository records
- Organize stakeholder meetings and maintain advocacy teams' calendars
- Monitoring activities at various public policy agencies as well as media platforms and updating advocates as needed
- Provide proofreading and formatting of external submissions like letters and comments
- Create graphs, charts, infographics and PowerPoint presentations

Qualifications

- Bachelor's degree strongly preferred; equivalent combination of education and experience considered
- At least one year of relevant work experience
- Excellent written and verbal communication skills
- Familiarity with legal and/or policy research
- Advanced experience and knowledge of Google Workspace and Adobe applications
- General experience with HTML and CMS

- Ability to create infographics and charts
- Reliable, accurate, self-motivated, detail-oriented with strong organizational skills
- Demonstrated ability to work simultaneously on multiple projects and manage tasks on deadline
- Ability, experience and willingness to quickly assume more complex projects
- Demonstrated commitment to working on behalf of disadvantaged individuals and communities.
- Ability to work independently and collaboratively.

To apply, email your resume and cover letter to careers@nclc.org, Subject Line: Advocacy Operations Assistant, and complete the [online employment application](#).

This position will remain open until filled. Preference will be given to applications received by 3/10/24.

Salary and benefits: \$49,000-\$59,000 annual starting salary, commensurate with experience.

NCLC offers an outstanding benefits package that includes employer paid medical, dental, life and disability insurance, as well as pre-tax savings plans, a retirement savings opportunity, and generous paid time off, including holidays, sick time, personal time, paid parental leave, and 3 weeks of vacation per year.

For more information, visit <https://www.nclc.org/get-involved/careers/>

The National Consumer Law Center is an Equal Opportunity and Affirmative Action Employer, and encourages applications from all qualified individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability or veteran status, or to other non-work-related factors.