



**National
Consumer Law
Center**

*Fighting Together
for Economic Justice*

NATIONAL HEADQUARTERS
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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, hybrid position, working in the Boston Office a minimum of 3 days per week.

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:

Operational & Administrative Support

- Sets up, organize and manage shared advocacy drive folders, files and repository records
- Optimizes document workflow across all teams including Advocacy, Litigation, Management, Finance, Communications and others
- Provides proofreading and formatting of external submissions like letters and comments
- Assists with document formatting and proof-reading including use of Google Suite, Adobe, and MS Office
- Creates graphs, charts, infographics and PowerPoint presentations
- Assists with conferences, webinars and/or meetings logistics
- Supports the implementation of new digital tools and program applications

Advocacy & Litigation Support

- Works closely with NCLC's advocacy teams to perform research and data analysis projects to support NCLC's advocacy efforts
- Works closely with NCLC's litigation team to provide court related assistance, including preparing documents for filing and in-person court appearances

- Organizes electronic files for cases
- Researches and calendars court rules and deadlines
- Data analysis and document review for investigations and case development
- Organizes stakeholder meetings and maintain advocacy teams' calendars
- Monitors activities at various public policy agencies as well as media platforms and updating advocates as needed

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 and/or experience supporting legal professionals
- 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 March 19th.

Salary and benefits: \$50,000-\$60,000 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 values diversity, and is an Equal Opportunity and Affirmative Action Employer. Employment decisions are made based on merit and 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. People of color, veterans, people with disabilities, and/or people who identify as LGBTQ+ are strongly encouraged to apply.