

## **Job Description**

### **Program Coordinator for the Center for Protest Law and Litigation**

#### **About Us**

This Program Coordinator will join a small team of attorneys and advocates housed at the [Partnership for Civil Justice Fund \(PCJF\)](#) to help launch and run the new **Center for Protest Law and Litigation**. The Center is a litigation project designed to protect and advance the rights of protesters to organize, assemble and demand justice around the country. As leaders in bringing high impact civil rights and First Amendment litigation in defense of justice movements for over 25 years, PCJF has brought landmark cases against both federal and local forces that have forced systemic changes in police handling of demonstrations. We have successfully created and implemented laws and policies restricting police tactics and conduct, opened up public spaces for free speech and assembly, and obtained tens of millions of dollars in damages for persons whose rights have been violated.

PCJF and partners are launching this initiative with activists and lawyers nationwide to provide crucial support in defense of free speech rights both for affirmative civil litigation and for criminal defense of protesters swept up in political arrests. This rapid-response effort will provide critically needed confidential coordination among lawyers bringing constitutional rights, § 1983 litigation in the context of First Amendment rights. It will also provide technical and strategic support to defense attorneys and civil rights lawyers around the country including by connecting experienced practitioners with attorneys new to the unique intersection of First and Fourth Amendment rights. We are also working to empower communities and providing model legislative language that can be introduced to support demonstrators and dismantle police repression based on community identified needs. Additionally, we are developing a nationally coordinated strategy --in partnership with community and state activists and civil rights litigators-- to challenge the wave of anti-protest legislation.

The **Program Coordinator** will report to the PCJF co-founder and will be an anchor member of our small team. Key responsibilities include coordinating communication among involved parties; organizing and maintaining a national network of relationships and an associated living library of resources to activists and community members and a brief bank to support attorneys in their critical criminal defense and civil litigation; following and responding to developments in this area and preparing responsive materials.

#### **Responsibilities**

##### **Outreach and Events**

- Facilitating and managing collaborative relationships;
- Organizing meetings and managing task forces;
- Connecting local attorneys to national technical support;
- Assist with identifying and tracking emerging issues and breaking developments with regard to protest and policing;

### **Building and Maintaining a Database and Library of Resources**

- Creating, organizing and managing the clearinghouse of legal resources, including Know Your Rights materials, settlements, consent decrees, laws and emerging policies related to First Amendment protected activities;
- Managing a confidential brief bank;
- Managing a confidential list for attorney communication and collaboration;
- Researching and writing summary documents, fact sheets, infographics, as well as content based on materials provided or identified related to protest law and policing;
- Organizing and preparing materials disclosed through FOIA work for public presentation;
- Tracking and following up on FOIA demands through the administrative process;

### **Managing Intake and Assignment of Research Projects**

- Managing intake for legal assistance requests;
- Overseeing intern/clerk assignment of research projects;

### **Other**

- Assisting in day-to-day operations as needed.

### **Preferred Professional Attributes**

- A strategic self-starter capable of functioning independently;
- Excellent interpersonal skills;
- Capacity to multi-task, work under pressure and respond to emergency needs;
- Strong organizational skills;
- Meticulous attention to detail;
- Dedication to social justice movements and issues; and
- Familiarity with related legal and/or policing issues.

**APPLICATION DEADLINE:** Rolling, please send immediately

**START DATE:** ASAP

**LOCATION:** The office is in Washington DC but remote working is an option.

**SALARY:** The salary will be competitive commensurate with experience. Health benefits will be fully paid.

**SUBMISSIONS:** Cover letter detailing their qualifications for the position, a resume and a writing sample (3-5 pages maximum, excerpts are acceptable).

**PLEASE SEND APPLICATIONS TO:** [gillianbcaldwell@gmail.com](mailto:gillianbcaldwell@gmail.com) putting Job Application: Program Coordinator in the subject line.

NOTE: We are only accepting applications by email. Please do not make any inquiries about the position or the status of your application as we cannot respond individually to each application. We will contact those applicants that are of interest directly.

The Center for Protest Law and Litigation is housed at the Partnership for Civil Justice Fund which is an equal opportunity employer. We do not discriminate on the basis of race, creed, color, religion, national origin, sex, sexual orientation, gender, age, formerly incarcerated person status, marital status, disability, or any other legally protected status.