

**Now Hiring: Administrative & Program Assistant**

**Start date:** Immediate

The Poverty & Race Research Action Council (PRRAC) is a non-profit civil rights law and policy organization based in Washington, D.C. Founded in 1989 by major national civil rights and poverty law organizations, PRRAC's primary mission is to help connect advocates with social scientists working on race and poverty issues, and to develop innovative approaches to structural inequality issues. In addition to national-level law and policy research and advocacy, we engage in local technical assistance and advocacy support in a number of areas throughout the country. At the present time, PRRAC's work is focused in the areas of housing, education, and environmental health, with a particular emphasis on the continuing consequences of historical patterns of housing segregation and development. We also staff the National Coalition on School Diversity.

PRRAC is currently seeking an Administrative & Program Assistant to join our staff as an integral member of our team. The ideal candidate will be proactive, highly organized and detail-oriented, demonstrate excellent interpersonal and project management skills, and be a strong writer. S/he should also have a strong interest in working for civil rights and social justice. The Assistant will have the opportunity to participate in regular staff and team meetings, support our technical assistance and policy work, and learn about and contribute to civil rights advocacy.

**Roles and Responsibilities:**

- Handle general clerical duties, including processing invoices, tracking expenses, ordering supplies, bank deposits, filing, etc.
- Assist with outreach and communications with national and local civil rights partners
- Support event planning, for example for convenings and board meetings
- Proofreading and copyediting
- Other editorial duties associated with PRRAC publications, including our quarterly journal *Poverty & Race*
- Conduct internet and factual research
- Handle scheduling and travel arrangements
- Assist with development work and project management
- Communicate with policy brief and article authors
- Possibly litigation support, such as assistance with interviews and fact research

**Qualifications:**

- Prior experience in office administration strongly preferred
- Strong writing and proofreading skills
- Excellent time management skills and attention to detail

- Book-keeping experience a plus, but not required
- Bachelor's degree preferred
- Excellent written and oral communications skills
- Highly organized and proactive
- Interest in civil rights and working with diverse partners, colleagues, and communities
- Enjoy contributing to a supportive, collaborative small team environment

This is a full time position based in Washington, D.C. Salary range is high thirties to mid-forties, depending on experience, with standard benefits.

**To apply:**

Please send a resume, brief statement of interest, three references, and two writing samples to Megan Haberle at [mhaberle@prrac.org](mailto:mhaberle@prrac.org). No phone calls, please. Applications are accepted on a rolling basis.