



## Outreach and Engagement Assistant

### Equal Rights Center<sup>1</sup>, July 2024

The Equal Rights Center (ERC) is a civil rights organization that identifies and seeks to eliminate unlawful and unfair discrimination in housing, employment, and public accommodations in its home community of Greater Washington, D.C. and nationwide. The ERC's core strategy for identifying unlawful and unfair discrimination is civil rights testing. When the ERC identifies discrimination, it seeks to eliminate it using testing data to educate the public and business community, support policy advocacy, conduct compliance testing and training, and, if necessary, take enforcement action.

The ERC is hiring an Outreach & Engagement Assistant (OEA) who will report to the ERC's Senior Communications & Engagement Coordinator. The OEA will be responsible for supporting the communications team to develop, create, and share ERC materials including physical and digital resources, newsletters, and reports. This role involves connecting and meeting with various ERC stakeholder groups via multiple channels to maximize the reach and impact of the organization's work.

A successful candidate will have strong written, verbal, and digital communication skills and a proven investment in the advancement of civil rights. This position will require in-person work in the ERC's service area, so a successful candidate must live in or be willing to move to the Greater Washington, D.C. region.

#### **Core duties will include the following:**

- Draft content for the ERC's communications channels, including the website, newsletters, and social media;
- Assist with publishing and publicizing ERC press releases and testing reports;
- Support education and outreach campaigns to stakeholder groups, including potential victims of discrimination, industry professionals, and community partners;
- Collaborate with the ERC's fair housing team to develop resources and offer "Know Your Rights" presentations to community members and partner organizations;

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<sup>1</sup> The ERC follows Covid-19 related public health guidance. The ERC requires all staff members to certify that they have been fully vaccinated against Covid-19. Exemptions to the vaccine requirement will be granted in accordance with applicable federal, state, and/or District laws. ERC participates in E-verify.

- Represent the ERC at DCHA briefings for voucher holders, both online and in person, and deliver information to attendees about their fair housing rights;
- Attend in-person outreach and tabling events, sometimes during evening or weekend hours, to deliver information to attendees about civil rights and ERC services;
- Support the execution of materials marketing ERC services, including civil rights testing;
- Assist with production of events catering to ERC stakeholders, including an annual members meeting;
- Support grant applications and grant reporting requirements;
- Maintain the ERC's website and online presence; and,
- Other duties as assigned.

### **Minimum Qualifications:**

- A bachelor's degree from an accredited institution or equivalent experience;
- One year of professional experience in non-profit communications, or civil rights policy or advocacy;
- Experience creating online and email campaigns and engaging stakeholders;
- A demonstrated commitment to civil rights and social justice;
- Excellent writing skills and an ability to make complex issues accessible to the public;
- Excellent presentation skills and comfort with public speaking;
- Sound expertise with Microsoft tools, including Word, PowerPoint, and Excel;
- Comfort working collaboratively in a hybrid work environment;
- An ability to work independently, self-motivate, and manage time effectively;
- Comfort working outside regular business hours (weekdays, 9-5) on an occasional basis in order to attend weekday evening or weekend events;
- Excellent attention to detail; and,
- Strong organizational skills.

In addition, to the minimum requirements, the ideal candidate will have:

- Working knowledge of civil rights laws and current affairs;
- Awareness of and willingness to follow best practices for ensuring external communications are accessible;
- Experience with EveryAction or a comparable member engagement tool;
- Experience with basic animated video creation software;
- Experience with WordPress; and,
- Familiarity with basic graphic design principles and programs.

### **Salary, and Benefits:**

The salary for this position ranges from \$45,000 to \$49,999, and the final offer will be based on the candidate's qualifications and experience. The ERC offers a generous benefits package that currently includes:

- Health insurance (fully paid by the employer, 80% premium paid for employee's dependent children)
- Employer paid vision and dental insurance
- Employer paid life and long-term disability insurance
- A flexible work environment that prioritizes work/life balance;
- Generous paid leave consisting of:
  - Vacation: starting at 15 business days/year;
  - Sick leave: 12 business days/year;
  - Personal leave: 3 days/year;
  - At least 12 paid holidays per year.
- SIMPLE-IRA plan with matching contributions
- Employment Assistance Program
- WMATA SmartBenefits

#### **Application Procedure:**

Please email a cover letter and resume to [employment@equalrightscenter.org](mailto:employment@equalrightscenter.org) using the email subject line "Outreach Assistant". Applications will be reviewed on a rolling basis.

**The Equal Rights Center is proud to be an Equal Opportunity Employer.  
The Equal Rights Center is a barrier, drug, and smoke-free workplace.**