



POSITION TITLE: Senior Advisor, Congressional Staff Diversity

LOCATION: Washington, DC

POSITION TERM: Full-time position from Monday, November 12, 2018 (or shortly thereafter) through Wednesday, January 2, 2019

ORGANIZATION OVERVIEW

The Joint Center for Political and Economic Studies is a 501(c)(3) non-profit organization based in Washington, DC that creates ideas that improve the socioeconomic status and civic engagement of Black communities. Founded in 1970 to support newly-elected Black officials who were moving from civil rights activism into governance, the Joint Center quickly evolved into America's Black think tank. Currently, a key focus of the Joint Center is developing and communicating actionable data and solutions to address the lack of diversity among top and mid-level congressional staff.

POSITION SUMMARY

The Senior Advisor, Congressional Staff Diversity will manage a two-month public education campaign about the significance of: 1) individual Members of Congress hiring racially diverse top and mid-level staff during a season of intense congressional turnover and hiring; and 2) Congress adopting procedures to solve the problem of lack of diversity among top staff. Previous experience running a major public education campaign or major political campaign as a campaign director, campaign manager, political director, communications director, field director, or senior advisor is preferred. The compensation for this position is generous relative to comparable positions.

OBJECTIVES / RESPONSIBILITIES

- Develop and execute a comprehensive strategy that results in: 1) procedural changes in Congress; 2) hiring of racially diverse top and mid-level staff; 3) and increased public awareness of the Joint Center's work.
- Regular meetings with and constant communication with congressional leadership about procedures that will facilitate diversity in hiring mid-level and top staff both during the Nov. 2018-Mar. 2019 hiring season and longer term (e.g., adequate resources to recruit diverse candidates and maintain a candidate database, regular disclosure of staff demographic information, Rooney Rule).

- Regular meetings with and constant communication with new Members of Congress and new Committee and Subcommittee Chairs and Ranking Members about open mid-level and top staff positions, and goals and strategies for identifying, interviewing, and hiring diverse candidates for these positions.
- Regular meetings with and constant communication with congressional staff associations of color and Tri-Caucus staff about congressional staff diversity hiring and adoption of procedures.
- Working with a top communications firm and Joint Center staff on a campaign that educates the public about the lack of diversity among top congressional staff and solutions in targeted areas of the nation, including but not limited to:
 - Organizing conference calls with local grassroots leaders;
 - Developing educational materials for local grassroots leaders;
 - Writing op-eds for local media outlets;
 - Appearing on local radio, television, and online media outlets, including but not limited to Black media; and
 - Creating talking points, one-pagers, factsheets, blog posts, press releases, infographics, charts, and other materials.
- Collaborating with the National Association of Latino Elected and Appointed Officials (NALEO), a key Joint Center ally on congressional staff diversity.
- Engaging and organizing national civil rights groups on the issue of congressional staff diversity through meetings, conference calls, and educational materials.
- Engaging Capitol Hill and national media on the issue of congressional staff diversity through conference calls, media appearances, and op-eds.
- Organizing informational events/panels about congressional staff diversity for the media and for congressional staff.
- Making presentations about diversity among mid-level and top congressional staff to groups of individuals with hiring authority or input (e.g., congressional chiefs of staff, staff directors, legislative directors, and communications directors of both Democratic and Republican Conferences).
- Perform other duties as assigned.

QUALIFICATIONS

- Previous experience running a major public education or political campaign as a campaign director, campaign manager, political director, communications director, field director, or senior advisor is preferred.
- Innovative, Results-Oriented Leadership: The ideal candidate will be able to quickly develop and execute a public education campaign that elevates the issue of diversity among mid-level and top staff, and results in the adoption of key procedures and the hiring of diverse mid-level and top staff. Essential traits include strong organizational and time-management skills, including the ability to manage numerous tasks simultaneously and excellent follow through in a dynamic environment. Strong interpersonal skills are also essential, including an ability to work both collaboratively and/or independently.
- An Understanding of Congress and Judgment: The ideal candidate should have experience on Capitol Hill, sound political judgment, an ability to handle confidential information, and an ability to work in a bipartisan nature.
- Other key qualifications include:
 - Exceptional writing and editing skills;
 - Exceptional public speaking skills at events and with the media;
 - A commitment to racial diversity;
 - An ability to collaborate closely with organizations that serve communities of color and organizations that work to improve Congress;
 - A bachelor of arts or a bachelor of science degree;
 - At least seven years of work experience.

HOW TO APPLY

Interested applicants should send a cover letter explaining interest in the position and relevant qualifications and a resume to the Joint Center at recruiting@jointcenter.org in PDF format with “Senior Advisor—Congressional Staff Diversity” in the subject line *as soon as possible*. Applications will be considered on a rolling basis, and a hiring decision will be made as soon as the appropriate candidate is identified. No phone calls please.

START-DATE, JOB-TYPE, COMPENSATION & BENEFITS

This is a full-time position that runs from Monday, November 12, 2018 (or shortly thereafter) through Wednesday, January 2, 2019. The Senior Advisor will report to the Joint Center’s President. The compensation for this position is generous relative to comparable positions.

The Joint Center is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status.