



Job Announcement: Research and Administrative Associate

The Constitutional Accountability Center (CAC) is a nonprofit, public interest law firm, think tank, and action center dedicated to making real the progressive promise of our Constitution’s text, history, and values. We work in our courts, through our government, and with legal scholars to preserve the rights and freedoms of all in America and to protect our judiciary from politics and special interests.

At the Constitutional Accountability Center, we view the Constitution as an inherently progressive document—amended over the generations to become more just, equitable, and inclusive. To make real the promises of our national charter, we must honor and celebrate different ideas, perspectives, and backgrounds, and especially the contributions of historically marginalized communities. As an organization, we make every effort to live by these ideals and help create the conditions that will allow all individuals and communities to thrive.

We are committed to the recruitment, development, and retention of talented and diverse staff who believe in true justice and equality for all people. The Constitutional Accountability Center is an equal opportunity employer, and we particularly encourage people who identify as Black, Indigenous, Latino/Latina or Latinx, Asian American or Pacific Islander, and from other underrepresented communities to join us.

CAC has adopted a hybrid work schedule with all staff working in the Washington, DC office on Tuesdays and Wednesdays. All CAC staff must be fully vaccinated against COVID-19 to work in the office.

To learn more about the Constitutional Accountability Center, please visit www.theusconstitution.org.

Position Summary

CAC seeks a highly effective and detail-oriented individual to serve as our Research and Administrative Associate. The Research and Administrative Associate will assist with the production and filing of legal briefs, making sure our briefs and other products continue to meet the highest of standards, conducting legal and historical research, and performing administrative tasks.

The Research and Administrative Associate’s duties will include:

- Assisting CAC’s litigation team in the production and filing of legal briefs, including cite-checking, proofreading, and formatting briefs.
- Drafting and updating litigation case summaries posted on the CAC website and maintaining the litigation section of the CAC website.
- Assisting in the production of issue briefs, memos, and other products, including cite-checking and proofreading.
- Conducting administrative tasks for both the litigation team and the office as a whole.

The Research and Administrative Associate reports to CAC's Chief Counsel.

Qualifications

The ideal candidate will have the following qualifications:

- A Bachelor's degree with research experience;
- Excellent attention to detail;
- Strong English reading and writing skills;
- Demonstrated dedication to a progressive vision;
- Ability to be a team player as well as a self-starter;
- Experience with Westlaw and The Bluebook desirable but not required; and
- Coursework in constitutional law desirable but not required.

Salary and Benefits

The salary range for this position is \$46,000 with less than one year of relevant work experience, \$47,000 with one year, and \$48,000 with two or more years.

CAC provides an excellent benefits package to our staff, including health, dental, and vision insurance, FSA, SmarTrip benefits, a 403(b) match, three weeks of paid vacation, one week paid sick leave, and paid leave for federal holidays.

Application

To apply, please send a résumé, cover letter, and relevant writing sample in one PDF to Keo Xiong: keo@theusconstitution.org.

After the first interview, candidates moving forward in the process will be asked to complete a legal writing cite-checking and proofreading exercise.