



## **JOB ANNOUNCEMENT**

### **Legislative & Public Policy Director**

The National Employment Lawyers Association (NELA) has an immediate opening for a full-time experienced Legislative & Public Policy Director to lead the organization's legislative and public policy advocacy initiatives, and to manage its Washington DC Office. Headquartered in San Francisco, California, NELA is the country's largest professional association of lawyers who represent employees in employment matters. NELA advances employee rights and serves lawyers who advocate for equality and justice in the American workplace. Founded in 1985, NELA promotes and encourages the professional development of its members through networking, educational programs, publications, and technical support. NELA protects the workplace rights of individual employees through legislation, public policy, *amicus curiae* litigation, and other advocacy activities. For more information about NELA, visit [www.nela.org](http://www.nela.org).

#### **POSITION SUMMARY**

The Legislative & Public Policy Director is based in NELA's Washington DC Office, and is responsible for all aspects of NELA's legislative and public policy advocacy activities, as well as management of its Washington DC Office. In addition to the NELA staff, eight of whom are based in San Francisco, the Legislative & Public Policy Director works with the organization's volunteer leaders, including its Executive Board, Affiliate representatives, committees, practice groups, and task forces, to implement the programs and activities described below. The Legislative & Public Policy Director recruits, hires, and supervises NELA's Washington DC Office staff, which is currently comprised of a summer law student through the Peggy Browning Fellowship Program. The Legislative & Public Policy Director reports to and is under the general supervision of the Executive Director. This position is exempt under District of Columbia and federal wage and hour laws.

#### **JOB RESPONSIBILITIES**

##### **Legislative, Regulatory & Public Policy Advocacy**

- Developing, directing, and implementing NELA's federal legislative, and public policy activities, including determining advocacy priorities, positions, and strategies.
- Lobbying Congress, the White House, and government agencies on NELA's priority issues, including crafting and negotiating language for legislation, drafting comments on administrative regulations, and authoring substantive issue briefs and position papers.
- Representing NELA in coalitions and collaborations to advance NELA's advocacy initiatives to promote workers' rights, and assuming coalition leadership roles for NELA's priority initiatives.
- Maintaining relationships with an extensive network of contacts in federal legislative, executive, and administrative offices, as well as with allied groups and coalition partners.
- Creating and directing opportunities for NELA members to participate in the organization's legislative and public policy activities.
- Engaging in research, writing, and other activities to provide analysis and critical thinking on developments affecting NELA's priorities.

- Leading, coordinating, and monitoring NELA's Judicial Nominations Program in conjunction with NELA's Program Director.
- Working with NELA's related charitable and educational arm, The Employee Rights Advocacy Institute For Law & Policy, to achieve the organizations' shared mission of advancing equality and justice in the American workplace.

### **Communications & Public Relations**

- Working with NELA's Office & Technology Administrator and Executive Director to publicize NELA's advocacy initiatives internally and externally through the organization's online community, The NELA Exchange, @NELA: News For NELA Members (a weekly electronic publication); *On The Hill* (a monthly electronic newsletter), *The Employee Advocate* (NELA's quarterly magazine), NELA's website, and NELA's other communications vehicles.
- Serving as a resource to news media, organizations, and others on issues pertaining to NELA's legislative and policy activities.
- Accepting speaking engagements as appropriate.

### **Office Management & Administration**

- Managing daily operations and supervising staff, interns, and volunteers in the Washington DC Office.
- Recruiting interns and volunteers.
- Coordinating operating plans, budgets, and workload with NELA staff in the San Francisco headquarters office.
- Submitting all required Lobbying Disclosure reports to Congress.

### **QUALIFICATIONS**

- Law degree and active bar membership.
- Demonstrated commitment to civil rights and workers' rights.
- Minimum five years of experience in employment law and/or legislative and public policy advocacy on behalf of workers.
- Experience working with non-profit organizations, coalitions, and Congress.
- Minimum two years of experience in office management, including supervision of personnel and volunteers.
- Superb organizational, leadership, communication, and management skills as well as excellent judgment in developing and implementing priorities.
- Outstanding legal, research, writing, and analysis skills.
- Demonstrated ability to apply legal training to legislative and public policy analysis.
- Ability to work independently as well as a team player in a multi-task work environment while producing the highest caliber work product in a timely manner.
- Working knowledge and familiarity with Microsoft Office Suite and Outlook or equivalent software.
- Ability to travel four or more times per year.

### **APPLICATION PROCESS**

Salary commensurate with experience; health, dental, vision, and pension benefit plans provided. The National Employment Lawyers Association is an equal employment opportunity employer that values and encourages diversity in its workforce. Interested applicants should submit a resumé and cover letter to:

Terisa E. Chaw  
Executive Director  
National Employment Lawyers Association  
417 Montgomery Street, Fourth Floor  
San Francisco, CA 94104

Fax: (866) 593-7521  
Email: [nelahq@nelahq.org](mailto:nelahq@nelahq.org)

*No telephone calls please.*  
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