



# Human Rights Campaign Foundation®

*Working for lesbian, gay, bisexual and transgender equal rights.*

<b>Position Description:</b>	Assistant, Workplace & Family Projects
<b>Reporting Line:</b>	Manager, Workplace Project Manager, Family Project
<b>Department:</b>	Public Education and Outreach
<b>Location:</b>	HRC Headquarters, Washington, DC
<b>Staff Tier Level:</b>	Assistant
<b>Service Employees Int'l Union:</b>	Covered
<b>FLSA Classification:</b>	Non exempt

The Human Rights Campaign Foundation seeks an intelligent, professional entry-level candidate to provide administrative and programmatic support for the Workplace Project, which helps American businesses create safe and inclusive workplaces for GLBT employees, and the Family Project, which helps GLBT families navigate complicated issues such as adoption, parenting, health care and estate planning.

## Responsibilities

The Assistant will report to the Workplace Project Manager and work closely with both projects, with about 60% of their duties pertaining to the Workplace Project and 40% to the Family Project, and will be responsible for:

- Handling requests for information or assistance from members and organizations, including the day-to-day needs of organizations participating in the annual Corporate Equality Index and Healthcare Equality Index surveys;
- Creating regular reports and project updates for members, staff, directors and board members on significant achievements or events;
- Administering the projects' respective websites and biweekly electronic newsletters;
- Coordinating and supporting on- and off-site meetings and events involving project collaborators;
- Monitoring workplace- and family-related news for policy developments, focusing on ranked employers (Fortune 1000, Forbes 200, American Lawyer 200), and tracking those changes in the projects' respective databases;
- Managing the inventory of publications, ensuring publication requests are handled efficiently and appropriately;
- Project needs including research as well as administrative and accounting tasks; and other duties as assigned.

Travel within the United States may be required.

## Qualifications

The ideal candidate has a bachelor's degree, relevant educational or work experience, moderate to expert computer skills and strong attention to detail. Candidate must possess professional communication skills and be at ease communicating with business executives.

Necessary technical skills include:

- Command of Microsoft Word, PowerPoint and Excel.
- Familiarity with Lexis-Nexis and other research tools.
- Familiarity with HTML. Familiarity with Adobe Photoshop a plus.

Educational background or professional experience in business administration, corporate social responsibility, database administration, health care, human resources or political science a plus.

**To apply, please forward a letter of interest, resume, and references**

- **by mail:**  
Employment Opportunities  
Human Rights Campaign  
1640 Rhode Island Ave., N.W.  
Washington, D.C. 20036-3278
- **by fax:**  
(202) 216-1579
- **by email:**  
[careers@hrc.org](mailto:careers@hrc.org)

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We enjoy working in a team-based environment and value the benefits of a diversified workplace. Women, people of color, and other underrepresented minorities are strongly encouraged. The Human Rights Campaign is an equal employment opportunity employer and does not discriminate based on age, citizenship, color, creed, physical or mental disability (including HIV status), ethnicity, family responsibilities, gender identity and expression, marital status, matriculation, national origin, physical appearance, race, religion, political affiliation, sex, sexual orientation, union membership, veteran status or other unlawful factors, with respect to recruiting, hiring, job assignment, promotion, discipline, discharge, compensation, training and other terms, conditions and privileges of employment.

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