



Human Rights Campaign Foundation®
Working for lesbian, gay, bisexual and transgender equal rights.

Position Description:	Coordinator, Workplace Project
Reporting Line:	Manager, Workplace Project
Department:	Public Education and Outreach
Location:	HRC Headquarters, Washington, DC
Staff Tier Level:	Coordinator
Service Employees Int'l Union:	Covered
FLSA Classification:	Non exempt

The Human Rights Campaign Foundation seeks an intelligent, professional entry-level candidate for the Workplace Project to coordinate the Corporate Equality Index and advocacy within the private sector.

Responsibilities

The Coordinator will work closely with the Workplace Project Manager and be responsible for:

- Administering the Corporate Equality Index survey to over 1,700 businesses;
- Maintaining and expanding the Access-based database and archives of workplace policies;
- Creating detailed issue briefings addressing specific GLBT workplace issues, utilizing available data and conducting extensive research, providing action steps and sound business rationale to address those issues;
- Regularly extracting, analyzing and reporting data from the Workplace Project database for advocacy and media purposes;
- Creating content for the project's biweekly electronic newsletter and website; and
- Some internship supervision and other duties as assigned.

Public speaking and traveling within the United States may be required.

Qualifications

The ideal candidate has a bachelor's degree and 1-3 years of relevant experience, strong technical, research and writing experience, attention to detail and a professional demeanor. Candidate possesses some experience interpreting and clearly communicating large amounts of data, professional communication skills and is at ease communicating with business executives.

Necessary technical skills include:

- Expert command of Microsoft Excel and Word. Access and PowerPoint skills preferred.
- Familiarity with Lexis-Nexis and other research tools, such as Google Scholar.

Educational background or professional experience in business administration or consulting, corporate social responsibility, database administration, employment policy, health care policy, human resources or political advocacy 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

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.
