**Terms of Employment:** Commit to one day per week for one or two years

**Location:** New York Civil Liberties Union, 125 Broad Street, NY, NY

**Salary:** Unpaid position

**Application Deadline:** Applications will be considered until the position is filled

The New York Civil Liberties Union (NYCLU) is one of the nation's leading advocates on behalf of constitutional rights and liberties. Founded in 1951, as the New York affiliate of the American Civil Liberties Union, the NYCLU is a not-for-profit, nonpartisan organization with more than 180,000 members and supporters, and eight offices statewide. We work in the courts, in the legislatures and on the streets to advocate for racial and economic justice, free speech, freedom of religion, privacy and equality before the law for all New Yorkers. For more information, please visit our website: [www.nyclu.org](http://www.nyclu.org/).

## ****DEI Vision Statement****

The NYCLU affirmatively values the humanity and contributions of those we work with, inside and outside of the organization; and will take action to build and sustain an equitable, anti-racist culture that centers the voices and experiences of marginalized and directly impacted people and communities, and an organizational environment where all people feel valued, trusted and respected.

## ****Summary Description****

A volunteer must be willing to commit to one day per week for a one-year term. Currently, the volunteer must be willing to work remotely until our office (located at 125 Broad Street, New York, New York) re-opens. The volunteer will be trained to determine whether requests for assistance fall within the NYCLU's areas of concern, such as the First Amendment (free speech, assembly, press, and religion), illegal search, privacy, racial equality, voting rights, women's rights, immigrants' rights, employment discrimination, LGBTQ rights, prisoners' rights, disability rights, and police abuse.

## ****Responsibilities****

· Answer the NYCLU telephone intake-line to field complaints and questions;

· Read and summarize complaints received in writing;

· Draft correspondence to reply to intakes;

· Conduct preliminary research regarding the legal sufficiency of complaints;

· Make recommendations as to the disposition of complaints;

· Review complaint facts with legal staff;

· Follow-up on outstanding factual questions that legal staff may have;

· Log intakes into our computer system; and

· File and maintain intake documents.

## ****Qualifications****

· College graduate or relevant work experience with commitment to, and enthusiasm for, the mission and goals of the NYCLU required.

· Excellent oral and written communication skills.

· General familiarity with contemporary social and political issues.

· Strong research skills a plus.

· Computer proficiency using Microsoft Word and/or demonstrated ability to learn computer applications.

· Experience working with non-profit or advocacy group(s) valuable.

· Experience working with volunteers helpful.

## ****How to apply****

Please submit an application and cover letter explaining your interest in volunteering at the NYCLU via https://recruiting.paylocity.com/recruiting/jobs/Details/891167/New-York-Civil-Liberties-Union-Foundation/Legal-Intake-Volunteer

The NYCLU is an equal opportunity employer and encourages applications from all qualified individuals regardless of race, sex, gender identity or expression, age, disability, religion, national origin, citizenship, marital status, sexual orientation, veteran status, record of arrest or conviction or any other characteristic protected by applicable law. We are committed to diversity, equity and inclusion, and having a workforce that reflects the population that we serve.

The NYACLU is committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please e-mail ldecicco@nyclu.org. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

Apply Here: <https://www.click2apply.net/Oabe5ncXnZBQiKoQHpo5r>

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