



LAW CLERK

OVERVIEW

From August 19-22, 2024, Democrats from all over the country will gather together in the City of Chicago to participate in the Democratic National Convention (the "Convention"), where we will nominate President Joe Biden and Vice President Kamala Harris for re-election. The Democratic National Convention Committee (the "DNCC") is assembling a diverse team with skills in community engagement, event logistics, finance, operations, IT, and more. The DNCC team will oversee and deliver on all aspects of the planning and execution of this Convention, from housing the delegates to convening Platform Committee meetings to producing the Convention's live programming, which will be seen by hundreds of millions of people around the world.

SUMMARY

The Law Clerk will support the legal operations of the DNCC. The Law Clerk will track and support contract negotiations, as well as other aspects of the legal operations of the DNCC including review of historical legal documents, organization of current legal records and other projects as assigned.

The Law Clerk is housed within the Finance & Administration Department. The Finance & Administration team is responsible for the fiscal and administrative aspects of the DNCC, including finance, budget management, legal, and general business operations.

REPORTING STRUCTURE

- The Law Clerk reports to the DNCC's Legal Counsel.

KEY RESPONSIBILITIES

- Support and track the status of various contracts to be entered into by the DNCC and/or Development Now for Chicago (the "Host Committee").
- Assist the Legal Counsel with review and analysis of legal agreements entered into in connection with prior Democratic National Conventions.
- Research and prepare memoranda covering various legal matters for review by the Legal Counsel and the Senior Director of Finance & Administration.
- Support Legal Counsel by proactively managing tasks and responsibilities relating to the DNCC's legal operations.
- Work closely with the DNCC's Legal Counsel and Senior Director of Finance & Administration to collect and maintain accurate legal records.

- Perform other duties as assigned.

QUALIFICATIONS

- Active enrollment as a law school student.
- Experience working in legal environments, political campaigns, the federal government, or other relevant experience.
- Project coordination experience, and the ability to work well with all levels of internal management and staff as well as external partners in a fast-paced environment under tight deadlines.
- Demonstrated problem-solving skills and the ability to be flexible.
- Strong interpersonal skills, sense of humor and ability to build consensus and work well on a team.
- Extremely well-organized with superior attention to detail.
- Flexibility and openness to evolving responsibilities.
- Willingness to be a proactive team member to help accomplish the goals of the Convention.

ANTICIPATED START DATE: May 20, 2024

JOB LOCATION: Chicago, IL

STIPEND: The anticipated stipend for this position is \$10,000.00.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The DNCC will mainly operate out of the DNCC Headquarters Office in Chicago, but will also maintain a number of satellite offices and additional venues. All of these spaces are professional office environments, and will require the operation of office equipment such as computers, phones, and copy machines. This position mainly uses an assigned workstation but may require movement or maintaining a stationary position for short or long periods of time. Employees may be asked to do tasks requiring dexterity or lifting items weighing up to 10 lbs. All employees may request reasonable accommodation to perform their job tasks.

TO APPLY

To submit your interest, please send your resume and brief explanation of interest in the Law Clerk position to Austin Brown at abrown@demconvention.com **no later than April 7, 2024.**

COVID-19 Policy

To center the safety and well-being of our teams, The DNCC requires all employees to be "up to date" on COVID-19 vaccination status as prescribed by the CDC as a condition of employment, unless otherwise prohibited by applicable law. If you seek a reasonable accommodation in relation to the DNCC's COVID-19 policy, you should speak to the HR team prior to reporting to an office location.

The Democratic National Convention Committee Committee (DNCC), is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that is best able to deliver a Convention that reflects the values and diversity of our Party and Country. The DNCC is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or disability, or any other legally protected basis. The DNCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.
