

## **National Student Legal Defense Network**

### *Intake and Digital Advocacy Manager*

#### **Organization Description**

The National Student Legal Defense Network (Student Defense) is a non-profit organization focusing on consumer protection in higher education. Through litigation and advocacy, we work to advance students' rights to educational opportunity and ensure that higher education provides a launching point for economic mobility. We seek to protect students from predatory lending and other abusive practices by for-profit and other institutions of higher education. Student Defense has successfully brought challenges to the Trump Administration's attempts to rollback key regulatory protections for student loan borrowers and helped clients secure discharges of their federal student loan debt.

We are seeking to hire an individual who may be interested in pursuing a legal career and has a minimum of 2-3 years of work experience. The Intake and Digital Advocacy Manager position is available to begin as early as the summer of 2020. Our office is located in downtown Washington, D.C. However, given COVID-19 considerations at the time of this posting, our team is working remotely and thus, this position may begin this role remotely.

#### **Job Duties and Responsibilities**

The advocacy manager will be responsible for:

- Providing case development and management assistance by conducting plaintiff outreach and vetting, factual case research, and producing written explanatory materials as needed;
- Managing digital advocacy strategy for lawsuits and other policy projects;
- Managing borrower intake process through completion;
- Coordinating policy advocacy efforts with coalition members, lawmaker offices, and government agencies;
- Producing policy analysis and written products on topics related to consumer protection in higher education and student lending.

#### **Qualifications**

The ideal candidate will have:

- Strong administrative, research, writing, and communication skills and ability to execute a high-level of attention to detail in a fast-paced work environment;
- Sound judgement and discretion in handling and communicating confidential and otherwise sensitive information;
- Strong organizational and interpersonal skills and the ability to work independently with little supervision in a small, start-up environment; *and*
- A commitment to Student Defense's mission, purpose, and values.

Student Defense prefers applicants with knowledge of and experience with consumer protection in higher education and student lending although we will consider applications from other exceptional candidates.



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### **Salary and Benefits**

Salary is highly competitive and commensurate with experience.

Student Defense offers excellent benefits, including healthcare, a pre-tax retirement match, and a transportation stipend, among others.

### **To Apply**

Please e-mail a resume, cover letter, and writing sample to [careers@defendstudents.org](mailto:careers@defendstudents.org) as soon as possible. Student Defense will review applications and make decisions on a rolling basis.

Please address your cover letter to the Hiring Committee and include Intake and Digital Advocacy Manager in the email subject line. Candidates should highlight any personal or professional experience that demonstrates their connection to the populations that Student Defense serves.

Student Defense is an Equal Opportunity and Affirmative Action Employer and encourages applications from all qualified individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability or veteran status, or other non-work-related factors.