



JOB ANNOUNCEMENT

Release Date: June 10, 2015

Position: Program Manager, Law School Engagement and Advocacy

About Equal Justice Works:

The mission of Equal Justice Works is to create a just society by mobilizing the next generation of lawyers committed to equal justice.

We provide a continuum of opportunity that begins with incoming law school students and extends into later careers in the profession. From advocating for law school programs that instill public service values among students, to creating summer and postgraduate public interest jobs, to addressing the staggering educational debt that blocks lawyers from going into public service, Equal Justice Works inspires and provides opportunities for the legal community to change lives, make careers, and deliver on the promise of justice for all. Visit our website for more information:
www.equaljusticeworks.org.

General Job Description:

Equal Justice Works seeks a Program Manager in our Law School Engagement and Advocacy (LSEA) unit to expand its law student membership and maintain the organization's leadership position on student debt in the legal community.

About the Opportunity:

Recognizing the vital role law schools and law students play in the public interest law movement and the challenges they confront, the Law School Engagement and Advocacy Unit works to:

- Maintain our law school membership and work with administrators, faculty and students at those member law schools to increase awareness of Equal Justice Works' programs;
- Advocate for the adoption of programs and practices that support students' pursuit of public service;
- Directly connect with thousands of law students and law student leaders who want to devote themselves to public service opportunities and careers;

- Break down the educational debt barriers that prevent many graduates from going into public interest work after graduation;
- Run the nation's largest annual national legal Conference and Career Fair with more than 1,200 students and 120 employers.

We are looking for a dynamic and creative team member who understands how to operate effectively in the law school environment. The Program Manager reports to the Director of the Law School Engagement and Advocacy unit.

Responsibilities:

Student Engagement -

- Manage the expansion of Equal Justice Works' law student membership and engagement.
- Collaborate with unit team on managing updates to law students and promoting Equal Justice Works' programs via regular emails, online presentations and speaking engagements.
- Create and implement initiatives, campaigns, programming and resources to mobilize law students and deepen their engagement with Equal Justice Works.
- Track and increase law students' program participation

Student Debt -

- Maintain Equal Justice Works' leadership position on student debt issues in the legal community and keeps up to date on law school student debt issues.
- Implement plan to grow Equal Justice Works' student debt list and provide comprehensive information on student debt to law students and lawyers via online presentations, distribution of materials and speaking engagements
- Track legislative and regulatory developments regarding student debt and help advocate for the preservation and improvement of student debt relief programs.

Unit Responsibilities -

- Develop and regularly update promotional and training materials and presentations, as well as content for website, blogs, social media, and other outlets.
- Present at law schools, conferences, and other events on relevant issues, including public interest opportunities for law students and student debt
- Develop and manage strong working relationships with key stakeholders, such as law schools, advocacy groups, and other relevant external organizations.
- Support the creation and implementation of strategic plans and budgets.
- Manage interns, temporary staff, and consultants in assistance

- on various projects.
- Other duties as assigned.

Qualifications:

- JD or an equivalent combination of work and educational experience. JD degree preferred.
- Understanding of the opportunities and challenges faced by law students seeking public interest opportunities and careers, including the burden of student debt.
- Demonstrated ability to work in teams, manage multiple assignments and perform project management.
- Demonstrated ability to develop subject matter expertise.
- Demonstrated experience in developing and providing trainings and presentations.
- Experience developing and managing external relationships and organizing and/or building membership preferred.
- Experience in issue development and advocacy preferred.
- Experience working with law schools and excellent knowledge of pro bono, public interest and clinical education programs preferred.
- Experience working on public policy in a legislative and regulatory context a plus.
- Experience working in a membership association and/or nonprofit organization preferred.
- Very strong computer skills including knowledge of Microsoft Office applications including Excel, Outlook, PowerPoint and Word. Ability to work with current technology and to adapt to new technological systems a plus.
- Excellent oral and written communications skills.

Salary and Benefits:

Salary is commensurate with experience. Equal Justice Works offers a comprehensive and generous benefits package: including loan repayment assistance, full health insurance coverage for employee, employer sponsored disability insurance program, monthly transportation stipend, retirement plan with up to 4% employer match, 13 holidays, 14 vacation days, 2 personal days, and sick leave.

To Apply:

Please send your completed application, which should include a letter of interest, CV/resume, and writing sample. Applications should be submitted to humanresources@equaljusticeworks.org with the subject line "Program Manager, Law School Engagement and Advocacy Application." No phone calls will be accepted.

Equal Justice Works is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, personal appearance, sexual orientation, family responsibilities, physical or mental handicap, matriculation, or political affiliation.