

Program/Administrative Assistant
Position Description
Full-Time

Founded in 1973, Education Law Center (ELC) pursues education justice and equity to ensure that all students receive a high-quality public education. Widely recognized for groundbreaking litigation, ELC also promotes educational equity through coalition building and strategic partnerships, advocacy, policy analysis and development, communications, and action-focused research. For more information about ELC's work, please visit www.edlawcenter.org.

ELC seeks a full-time Program/Administrative Assistant to provide vital program and administrative support for ELC's legal and policy/research/advocacy teams and to provide assistance in external communications and fundraising. The Program/Administrative Assistant is in the Finance, Operations & Development unit and reports directly to the Managing Director. The key duties include the following:

Program and Administrative Support (50%)

- Provide administrative support to the Executive Director, Managing Director, and to the legal and policy/research/ advocacy teams, as needed. Such support may include:
 - Assist in scheduling, preparing for, and taking notes during meetings, workshops, and other live or remote events;
 - Prepare travel arrangements for senior staff;
 - Provide technical computer support and troubleshoot/resolve computer-related issues;
 - Update the ELC website as directed;
 - Assist in the format, design, and/or production of legal, policy, or research documents; and
 - Provide general office and administrative support.

Communications (25%)

- Manage office-wide communications calendar, including by ensuring the inclusion of key legal, policy, advocacy, research, or other ELC filings, publications, events or announcements that require communications planning;
- Assist in planning and preparing for future communications efforts and initiatives intended to raise the profile of ELC;
- Coordinate communications-related meetings (scheduling, distributing support materials, taking notes or minutes);
- Prepare periodic, regular reports analyzing ELC communications efforts and activities;
- Assist in expansion of, and maintain and update, external contact lists;
- Track press, news, and external events related to ELC work;
- Upload news blasts or articles to the ELC website and distribute via email;
- Distribute news articles from external press, as requested;
- Post news articles, press releases, or statements or comments to social media, as requested; and
- Provide other communications support, as requested.

Fundraising (Development) (25%)

- Manage office-wide schedule/calendar of grant proposals, reports, and donor communications;
- Develop and manage periodic fundraising mailings and track and evaluate results;
- Manage the development database and run data reports, as needed;
- Prepare periodic, regular reports analyzing ELC fundraising efforts and activities;

- Design and format other development-related reports or publications;
- Draft gift acknowledgements and donor communications and ensure they are sent in a timely manner;
- Maintain all development records, contacts/distribution lists, and data and ensure their accuracy and usefulness, for both developing and analyzing strategy and ensuring accurate communications to funders, donors, and sponsors;
- Assemble and distribute the annual appeal newsletter and other donor solicitations;
- Work closely with the Executive Director and the Managing Director to increase corporate support from businesses and law firms and promote sponsorship opportunities for ELC events and programs;
- Coordinate and assist in preparation for ELC fundraising events;
- Track dues collection and distribution of funds to partner organizations;
- Coordinate development-related meetings (scheduling, distributing support materials, taking notes or minutes); and
- Provide other development-related support, as requested.

Required Qualifications

- An undergraduate bachelor's or associate degree
- Some prior experience supporting others in a professional setting
- Ability to multi-task, follow instructions and attention to detail
- Strong computer skills, including proficiency in Microsoft and Google operating systems
- Familiarity with setting up and managing meetings via remote software platforms (e.g., Zoom, Google Meet)
- Proficiency in drafting content for and navigating social media
- Commitment to civil rights, social justice, and educational equity
- Proximity to Newark, NJ (within commuting distance); staff members work a hybrid remote schedule

Desired Qualifications

- Experience working with or in diverse communities, including with people of color, LGBTQ+ people, youth, non-English speakers, immigrants, persons with disabilities, or low-income individuals
- Information technology (IT) experience
- Experience with events planning or fundraising

Salary and Benefits

- Salary: \$48,000 – \$52,000, depending on experience
- ELC's benefit package includes medical, life, disability and dental insurance, three-weeks paid vacation and ten sick days, as well as a retirement savings program.

Application Instructions: Applicants should send a brief cover letter, resume, most recent school transcript (official or unofficial), and three references to Theresa Luhm, Managing Director, at tluhm@edlawcenter.org.

Application Deadline: July 30, 2022

ELC is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and respectful toward all employees. ELC is an equal opportunity employer that respects the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, religions, beliefs, cultures, socio-economic backgrounds and levels of physical ability. ELC encourages persons of color, women, LGBTQ+ persons, persons with disabilities, and members of other underrepresented communities to apply.