

Program/Administrative Assistant
Position Description
Full-Time (partially remote)

Founded in 1973, Education Law Center (ELC) is a nonprofit organization that pursues education justice and equity to ensure that all students receive a high-quality public education. Best known for its groundbreaking litigation, ELC also engages in policy analysis, advocacy, coalition building and strategic partnerships, development, communications, and action-focused research. Learn more at www.edlawcenter.org.

ELC seeks a **highly organized, self-motivated full-time Program/Administrative Assistant** to provide vital programmatic and administrative support across the organization, as well as assist with fundraising and communications. While this is an administrative position, it is ideal for someone who is eager to take initiative, learn new skills, and contribute creatively to ELC's communications and development efforts.

This position is primarily remote with in-office attendance of one to two days per week, plus occasional in-person meetings as required.

Key Responsibilities: Program and Administrative Support (50%)

Provide administrative support to the Executive Director and legal and policy/research/ advocacy teams, including:

- Scheduling meetings and calls; preparing meeting materials; and taking notes during meetings, workshops, and other live or remote events;
- Hosting and providing technical support for Zoom and other remote meetings and events;
- Coordinating travel arrangements for senior staff;
- Providing technical computer support and troubleshooting;
- Updating the ELC website as directed;
- Assisting with formatting, design, and production of legal, policy, or research documents and reports; and
- Providing general office and administrative support as needed.

Communications (25%)

Working closely with the Director of Policy, Strategic Partnerships and Communications, key responsibilities include:

- Managing and maintaining office-wide communications calendar;
- Assisting in planning and executing communications strategies to raise ELC's profile;
- Coordinating communications-related meetings (scheduling, distributing support materials, taking notes or minutes);
- Preparing periodic reports analyzing ELC communications activities and engagement (both e-mails and social media);
- Maintaining and updating external contact and distribution lists;

- Tracking press, news, and external events related to ELC work;
- Uploading news blasts and articles to the ELC website and distributing via email;
- Drafting and posting content to ELC's social media platforms; monitoring engagement and responding as appropriate;
- Designing graphics and visual assets to support social media and digital communications; and
- Providing other communications support, as requested.

Fundraising & Development (25%)

Working closely with the Director of Finance, Operations & Development and the Associate Director of Policy & Development, responsibilities include:

- Managing office-wide schedule of grant proposals, reports, and donor communications;
- Developing, managing, sending, and tracking results of fundraising appeals;
- Maintaining and updating the development database (Network for Good) and generating data reports, as needed;
- Preparing reports analyzing ELC fundraising efforts and activities;
- Designing and formatting development-related reports or publications;
- Ensuring timely gift acknowledgements and donor communications;
- Maintaining accurate development records, contacts/distribution lists, and donor data to assist in developing and analyzing strategy and ensuring accurate communications to funders, donors, and sponsors;
- Assisting with the writing and distribution of annual appeals, newsletters, and other donor solicitations;
- Supporting efforts to expand corporate and law firm sponsorship for ELC events and programs;
- Coordinating logistics for ELC fundraising events and conferences;
- Tracking dues collection and distribution of funds to partner organizations; and
- Providing other development support, as requested.

Required Qualifications

- Bachelor's or Associate degree
- Prior experience in an administrative, program support, or fundraising/communications role
- Strong organizational and time management skills
- Ability to manage multiple priorities and meet deadlines with minimal supervision
- Demonstrated initiative and willingness to take ownership of projects
- Strong computer skills, including proficiency in Microsoft and Google operating systems
- Experience using Zoom, Google Meet, or similar platforms
- Ability to draft clear written content; familiarity with social media
- Commitment to civil rights, social justice, and educational equity
- Ability to commute to Newark, NJ one to two days per week

Desired Qualifications

- Experience working with or in diverse communities, including with people of color, LGBTQ+ individuals, youth, non-English speakers, immigrants, persons with disabilities, or low-income individuals
- Experience with fundraising, donor communications, or event planning
- Familiarity with Canva or other design tools
- Experience with WordPress or other content management systems
- Experience creating video content using CapCut or other platform

Salary and Benefits

- Salary: \$52,000 – \$58,000, depending on experience
- ELC's benefit package includes medical, dental, life and disability insurance, three-weeks paid vacation in the first year of employment (growing to five weeks over time), 13 paid holidays, time off between Christmas and New Year's Day, sick leave, as well as a retirement savings program with an employer contribution.

Application Instructions: Please submit a resume, cover letter and transcript through the job posting listed on [Idealist.com](https://www.idealists.com).

Application Deadline: February 25, 2026

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.