



Program Coordinator/Legal Assistant Deadline to apply is March 28, 2016

The Lawyers' Committee for Civil Rights Under Law (Lawyers' Committee) is seeking a creative, detail-oriented, and highly effective individual to serve as the Program Coordinator for the Parental Readiness and Empowerment Program (PREP) and Legal Assistant for the Educational Opportunities Project (EOP). This individual will play a critical role in expanding PREP's innovative e-clinic and national platform, which harnesses a range of tools – legal consults, community engagement, and technology – to empower parents to better advocate for their children's educational needs and rights. The position requires a passion for educational equity and a hunger for systemic solutions to today's civil rights challenges. This individual will play a leading role in coordinating the PREP program under the supervision of the EOP Director and PREP Manager/Senior Counsel.

The responsibilities of the Coordinator/Legal Assistant include the following:

- Communicating with schools, parents, and community organizations; scheduling e-clinic virtual and phone appointments with parents; designing public education presentations and program materials; and organizing workshops;
- Managing coalition email groups, collaborative documents, and meeting agendas and minutes;
- Performing basic legal research with minimal instruction and other litigation support; formatting and preparing legal documents for filing; and maintaining files of litigation and non-litigation matters;
- Attending educational webinars, conference calls, and in-person events and providing substantive reports to staff not in attendance;
- Coordinating marketing and outreach efforts to promote work of PREP and EOP, including content-creation and maintenance of PREP and EOP websites; and managing social media platforms; using supporter management databases to send out email blasts, create signup and event registration pages, and manage listservs;
- Demonstrating ability to use computer software such as Excel, PowerPoint, SharePoint, Prezi, and databases and to learn new programs as necessary;
- Training and assisting members of the staff in learning and using new software as well as general office technologies;
- Hiring and supervising undergraduate interns with other legal assistants; and
- Providing general administrative support.

The ideal candidate would possess the following:

- Bachelor's degree, or two or more years of work experience as a program assistant, legal assistant, community organizer, or program coordinator;
- Excellent organization, communication, interpersonal, and problem-solving skills;
- Experience working in an educational setting, working on educational issues, or working closely with families and/or students on community issues (experience in designing presentations a major plus);

- Thrive working both independently and as part of a team;
- Very organized with exceptional attention to detail;
- Ability to relate to families of diverse backgrounds;
- Proficient with different types of office technology or capable of mastering technology with limited instruction;
- Ability to perform extensive factual and basic legal research with minimal instruction;
- Must also be affable, outgoing, and have a good sense of humor;
- Fluency in Spanish to translate written materials and interpret client interviews.

The Coordinator/Legal Assistant will report directly to the Education Project Director and the PREP Manager/Senior Counsel.

To Apply: Please submit a resume and cover letter to <https://podio.com/webforms/15249641/1022287>.

The Lawyers' Committee is an equal opportunity employer with a standing policy of nondiscrimination. Diversity is an essential component of the Lawyers' Committee, and we encourage women and minorities to apply. All qualified persons are accorded an equal opportunity for selection without regard to actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, or political affiliation. The position will be open until March 28, 2016. This is a junior-level position and pays accordingly. A competitive fringe benefits package, including employer-supported health insurance, is provided. For more information on our work, please refer to: www.lawyerscommittee.org and www.PREParents.org.