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JOB OPENING
Pittsburgh Office

Full-Time Position
Program and Administrative Assistant
(To be filled as soon as possible)

General Description of the Position:

The **Program and Administrative Assistant** is responsible for general office management and administration, coordination, and contributions to program implementation, communication, and development strategies and other administrative support for three full time attorneys. The Program Administrative Coordinator is a key member of our staff and is involved in all aspects of our work. This position is critical to ensuring that our Pittsburgh office operates efficiently and effectively, and in collaboration with our Philadelphia office, to provide high quality legal services on issues of public education to parents, students, and community advocates across Pennsylvania.

Qualifications:

The Program Administrative Coordinator must:

- Possess a college degree or at least 3 years work experience in legal, similar or related position
- Excellent interpersonal skills and experience serving diverse populations, including people with disabilities, low literacy levels, high poverty, and other risk factors
- Excellent time management skills; be detail-oriented
- Strong communication, writing, and editing skills, including proficiency with both traditional and social media platforms
- Ability to manage multiple tasks, set priorities, and meet deadlines
- Excellent organizational skills; able to create and maintain timely, accurate files and filing systems
- Ability to operate standard office equipment, including but not limited to computers, printers, telephone systems, copiers, and fax machines
- Possess or be willing to learn basic computer repair and network management skills
- Proficient in computer software applications including most MS Office software (such as Excel, Word, Outlook, PowerPoint and Publisher) and familiar with computer hardware systems
- Strong commitment to public education and community engagement is preferred

The Education Law Center is an equal opportunity employer and values a diverse and culturally competent workplace. The salary is commensurate with experience and generous benefits are provided.

Please submit a letter of interest and a resume to HR@elc-pa.org