



PHILADELPHIA
1800 JFK Blvd., Suite 1900A
Philadelphia, PA 19103
T 215-238-6970
F 215-772-3125

PITTSBURGH
429 Fourth Ave., Suite 702
Pittsburgh, PA 15219
T 412-258-2120
F 412-535-8225

**Program Associate
Pittsburgh, PA**

The Education Law Center-PA, a statewide nonprofit legal advocacy organization, seeks a Program Associate for a full-time position in our Pittsburgh office. The role will focus on both assisting families who call ELC's Helpline and supporting ELC's external communications.

ELC's mission is to ensure access to a quality public education for all children in Pennsylvania. ELC's attorneys engage in individual representation, impact litigation, policy advocacy, strategic communications, and training for parents, students, and community groups. Our work focuses on issues of access and equity in public education for students historically underserved by public education, including students of color, students with disabilities, English language learners, LGBTQ youth, students experiencing homelessness, and students involved in the foster care and juvenile justice systems.

ELC seeks a Program Associate with a demonstrated interest in our mission to both assist Helpline callers and provide support to our communications work. The Program Associate will:

- 1) Help coordinate and manage ELC's Intake helpline, which receives dozens of calls each week from students, parents, attorneys, and community organizations.
- 2) Provide program support with a focus on communications, including drafting content for ELC's website, newsletter, reports, social media, and other external communications.
- 3) Provide administrative support for the day-to-day operations of a small office.

The ideal candidate will possess the following core skills/competencies:

- A bachelor's degree
- Experience working directly with underserved clients and/or communities
- Experience conducting client interviews
- Proficiency with Word and Excel
- Excellent written and oral communications skills
- Strong organizational skills, the ability to prioritize assignments and work with a sense of urgency, and attention to detail
- Demonstrated ability to work well with others
- Social media and design skills a plus
- Fluency in writing and speaking a language other than English, preferably Spanish, is a plus
- Have or be willing to learn basic technology skills needed to help the IT Director manage the technology needs of the Pittsburgh office.

To apply, please submit a letter of interest and a resume by email to hrpit@elc-pa.org with "Program Associate" in the subject line. Applicants will be reviewed on a rolling basis.

Starting wage is \$18-21/hour commensurate with experience and generous benefits are provided. The Education Law Center does not discriminate on the basis of race, gender, gender identity, sexual orientation, or disability and encourages people of color, women, veterans, and individuals with disabilities to apply.

Ensuring that all of Pennsylvania's children have equal access to a quality public education.