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.

An ideal candidate will have experience working directly with underserved clients and/or communities and will also bring a range of communications skills and experience, such as writing, editing, social media, graphic design, and website management.

An ideal candidate will also possess the following core skills/competencies:

- A bachelor’s degree
- 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
- Demonstrated commitment to educational equity and racial justice
- 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.

This is a non-exempt, full-time position (40 hours/week). Starting wage is $18-22/hour commensurate with experience, and generous benefits are provided. Benefits include health, dental, vision, life and disability insurance with 100% paid by employer for employee, flexible spending account, retirement plan, generous holidays and PTO, and professional development support.

ELC requires that all employees show proof of COVID-19 vaccination. Medical and religious exemptions are reviewed on an individual basis in accordance with applicable law.

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.