



NATIONAL EMPLOYMENT LAWYERS ASSOCIATION

JOB ANNOUNCEMENT

Title: Program Director

Application Deadline: Open Until Filled

Application Process: Send Cover Letter and Résumé To Terisa E. Chaw, Executive Director, National Employment Lawyers Association, 44 Montgomery Street, Suite 2080, San Francisco, CA 94104; Telephone: 415-296-7629; E-mail: nelahq@nelahq.org; Fax: 415-677-9445

Compensation: Salary \$80-100K DOE, Vacation, Medical Leave, Medical & Dental Insurance, Pension

The National Employment Lawyers Association (NELA) is seeking a full-time experienced Program Director. NELA is a non-profit professional association of lawyers who represent employees in employment matters. NELA advocates for employee rights and workplace fairness while promoting the highest standards of professionalism, ethics and judicial integrity. Founded in 1985, NELA advances and encourages the professional development of its members through networking, educational programs, publications and technical support. NELA promotes the workplace rights of individual employees through legislation, public policy and other advocacy activities.

Summary: The Program Director is based in NELA's San Francisco headquarters office, and reports to and is under the general supervision of the Executive Director. In addition to the NELA staff, the Program Director works with the organization's volunteer leaders, including its Executive Board, affiliate representatives and committee chairs, to implement the following programs and activities. The Program Director supervises NELA's Employee Rights Advocacy Fellow.

Responsibilities

Amicus Program

Direct, coordinate, monitor and evaluate NELA's *amicus* programmatic activities; develop and implement guidelines relating to such activities. Work with the Chair and members of NELA's *Amicus* Advisory Council to implement NELA's *Amicus* Program. Assess requests for NELA's *amicus* participation and provide recommendations; review, coordinate and monitor *amicus* activities at the national and state level; perform legal research, writing and analysis as needed. Respond to media inquiries regarding NELA's *Amicus* Program. Publicize activities in NELA's quarterly publication *The Employee Advocate*, on NELA's website and in other forums.

Judicial Oversight Project

Direct, coordinate, monitor and evaluate NELA's judicial oversight activities. Work with the Chair and members of NELA's Judicial Oversight Committee, liaisons and organizational partners to monitor federal judicial appointments and assess nominees. Prepare talking points, position statements, letters to Congress, fact sheets, press releases and other advocacy materials. Coordinate judicial oversight activities with NELA's Legislative & Public Policy Director as appropriate, including providing materials and organizing communications to Congress. Respond to media inquiries regarding NELA's Judicial Oversight Program. Publicize activities in NELA's quarterly publication *The Employee Advocate*, on NELA's website and in other forums.

Continuing Legal Education

Develop, plan, organize and attend NELA's continuing legal education programs, including two semi-annual seminars, NELA's Annual Convention and webinars. Respond to media inquiries regarding NELA's continuing legal education programs.

Legislation & Public Policy

In coordination with NELA's Legislative & Public Policy Director, implement and undertake necessary activities to support NELA's legislative and public policy activities. Responsibilities may include analyzing and monitoring the status of pending legislation, administrative policies and regulations that affect individual employment rights; preparing research papers, fact sheets, press releases and other documents; working with NELA's substantive law committees, allied groups and coalitions to advance NELA's legislative and public policy initiatives. As appropriate, respond to media inquiries regarding NELA's legislative and public policy activities, and publicize activities in NELA's quarterly publication *The Employee Advocate*, on NELA's website and in other forums.

Employee Rights Advocacy Fellowship Program

Recruit and supervise law fellows.

Committee Coordination

Direct the work of NELA's various substantive law and organizational committees. Provide assistance and support to NELA's various substantive law and organizational committees.

NELA Affiliate Coordination

Work with the leaders of NELA's state and local affiliates to coordinate national and state level efforts on the programmatic activities described above. Attend affiliate events as needed.

Technical Assistance

Provide technical assistance to NELA members; work with other staff members to enhance availability of NELA's technical assistance resources; and monitor substantive law conferences on the organization's website.

Requirements

Law degree and active bar membership are required. Minimum of five years experience in employment law; excellent organizational, leadership, communication and management skills; outstanding legal, research, writing and analysis skills; demonstrated ability to apply legal training to substantive, legislative and public policy analyses, to work with committees and coalitions, and to supervise others; ability to work independently and produce a high quality work product in a timely manner in a multi-task work environment. Must possess working knowledge and familiarity with computers and software (e.g., Word or WordPerfect, Excel and PowerPoint). Travel is required to two annual Executive Board meetings (Spring and Fall), NELA's Annual Convention (Summer), two semi-annual continuing legal education programs (Spring and Fall), and as requested by the Executive Director. Experience with non-profit organizations, program development and working with volunteers preferred but not required.

The National Employment Lawyers Association is an equal opportunity employer.