As the University of California's first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers, a dynamic community of faculty and students, as well as an excellent benefits package.

ASSOCIATE DIRECTOR*/DIRECTOR** OF WOMEN AND LEADERSHIP
Center for WorkLife Law

CLASSIFICATION:
* Level 3 / Associate Director (Professional) / Class Code 1717 / Exempt/ Full Time / Benefited
** Level 4 / Director I Class Code 6111 / Exempt/ Full Time / Benefited

Hiring Salary Commensurate with Qualifications and Experience
Posting Date: March 14, 2013

ABOUT THE CENTER FOR WORKLIFE LAW
The Center for WorkLife Law (WLL) is a nonprofit research and advocacy organization, housed at UC Hastings College of the Law. WLL is devoted to women’s advancement and work-life balance for everyone—men as well as women. WLL runs leadership programs for women in law, business, and STEM (science, technology, engineering, and math). WLL is well-known for its leadership role in documenting and challenging employment discrimination against mothers and other caregivers. Its model of social change includes cutting-edge academic research with a strategic horizon of two to five years. At any given time, WLL conducts a few key projects designed to take advantage of strategic opportunities to create concrete measurable change.

THE ROLE
Under the direction of, and reporting to the Founding Director of the Center for WorkLife Law, the key roles of the Director/Associate Director include establishing a network for high-level professional women and men to assist with events and fundraising for the Center, development of women’s leadership programming, event planning, and project management.
RESPONSIBILITIES
Duties and responsibilities consist of, but are not limited to, the following:

A. Establish Network for Events and Fundraising
   • Develop relationships and leverage current relationships with influential professional women and men to help support the Center in all aspects
   • Track involvement and fundraising for Center
   • Develop communication and outreach plan to expand the Center’s network
   • Create ties between the Center and the legal community (particularly in California)

B. Women’s Leadership
   • Manage the annual Hastings Leadership Academy for Women
   • Develop new women’s leadership programs
   • Develop the New Girls’ Network programming and website
   • Interact with the WorkLife Law Board

C. Event Planning (with administrative support)
   • Plan and manage one or more annual dinners hosted by WLL
   • Plan working group meetings, conferences, and other events throughout the year
   • Build and cultivate relationships with members of working groups and event attendees

D. Project Management
   • Manage studies related to the legal profession

E. Represent the Center in various contexts

REQUIREMENTS
Education and Experience
Associate Director level:
   • Bachelor’s Degree required, plus JD or MBA
   • History of involvement in women’s advancement or women’s rights
   • Management experience
   • Event planning experience preferred

Director level:
   • Bachelor’s Degree required, plus JD or MBA
   • At least 6 years of experience in a law firm or legal department
   • History of involvement in law firm, corporate, or bar association women’s initiatives
   • An extensive network of other attorneys involved with women’s issues
   • Management experience
• Event planning experience

Knowledge, Skills and Abilities
Both levels:
  - Connections with the legal and business communities in California, particularly in
    the San Francisco Bay Area
  - Entrepreneurial outlook
  - Superior networking and communication skills
  - Superior ability to keep matters organized, on track, and on schedule
  - Excellent interpersonal skills
  - Self-motivated and ability to work independently
  - High level of professional judgment

BENEFITS
• Health, Dental and Vision Care insurance plans
• Life Insurance
• UCRP Retirement Plan
• Disability Insurance
• Legal Insurance
• Vacation
• Sick Leave
• Paid Holidays
• Credit Union
• Pre-Tax Transport Program

THE HIRING PROCESS
To apply, go to:
http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Associate%20Director
%20/%20Director%20of%20Women%20and%20Leadership%20-%20Center%20For%20WorkLife%20Law

Failure to provide the information as required on the application form including attaching a cover letter and a resume may immediately disqualify an applicant from employment consideration.

WHAT TO EXPECT
Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. The position is open until filled.

UC Hastings College of the Law is an Equal Opportunity Employer