As the University of California’s first law school, UC Hastings College of the Law is ABA and WASC accredited and committed to outcomes-based education and assessment. It 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 dynamic community in which you will interact with staff, faculty and students.

Program Associate
Center for WorkLife Law

Classification: Level 1 / Class Code 1615 / Full Time / Non-Exempt / Benefited / Represented
Hiring Salary Range: $34,000 – $40,000 annually (commensurate with qualifications)
Posting Date: 11/7/14

THE ROLE
The Center for WorkLife Law (WLL), based at University of California Hastings College of the Law, is one of the nation’s leading organizations devoted to gender equality and to improving work-life balance for both men and women. WLL works towards legal change, organizational change, and social change by advocating for gender equality and work-life balance.

Work with Director and Deputy Director in researching, writing, and editing blogs, news articles, reports, and books. Support Director and Deputy Director in hiring, events, fiscal matters, general office functions, and other administrative tasks.

RESPONSIBILITIES
Typical duties and responsibilities consist of, but are not limited to, the following:

- **Support** - support the Director and Deputy Director in scheduling and communications. Schedule meetings, manage office supplies, arrange travel, organize events, and handle mail and phone. General administrative duties and office functions are to be expected, and will be performed as needed.
- **Social Media & Web** - manage online presence of Director and WLL, including Twitter and various Blogs, as well as Center’s websites.
- **Writing** - assist Director and Deputy Director in researching, writing, and editing blogs, news articles, reports, books, etc.; frequent original blog writing required.
- **Events** - act as coordinator for academic working group meetings, and assist Associate Director of Women’s Leadership and Development Associate with larger events; some note-taking required.
- **Hiring** - spearhead hiring of staff and interns, from scheduling to interviewing.
- **Finance** - process consultant invoices, reimbursements, and company card for Director; assist Deputy Director in budget, contracts, and other work related to consultants.

REQUIREMENTS

**EDUCATION AND EXPERIENCE**

- Bachelor’s or graduate degree in women’s issues or social inequality and/or a record of work on gender issues, with outstanding academic record;
- Demonstrated interest in and commitment to gender equity issues;
- Experience in researching gender issues; social science background preferred;
• Experience managing Social Media pages (LinkedIn, Twitter) for an organization and/or employer preferred;
• Media savvy, including knowledge of feminist blogs and ability to stay abreast of current events;
• Proven track record of success within an office environment;
• Minimum of one year work experience (preferred).

KNOWLEDGE, SKILLS & ABILITIES.
• Demonstrated excellence in research and writing and the ability to research and write quickly in a deadline-driven environment;
• Familiarity with major feminist blogs and social media, and the ability to write blogs and related materials in an entertaining manner;
• Ability to perform office functions with accuracy and attention to detail in a deadline-driven environment;
• A commitment to WLL’s values and its philosophy of principled pragmatism in defense of women’s advancement and work-life balance for both men and women;
• Familiarity with Microsoft Office (including Word and Excel), Wordpress, Twitter, LinkedIn, and ability to pick up other software and applications quickly;
• Flexible, can-do attitude, and willingness to wear many hats;
• Keen sense of judgment and tact.

BENEFITS
• Health, dental and vision care insurance plans
• Life Insurance
• UCRP Retirement Plan
• Disability Insurance
• Legal Insurance
• 3+ weeks of vacation starting the first year for full-time employees
• 8 hours accrued sick leave per qualifying month of service for full-time employees
• Thirteen paid holidays per year
• Credit Union
• Pre-Tax Transport Program

THE HIRING PROCESS
To apply, go to:
http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Program%20Associate%20-%20CWLL%20November2014

Submit at least one short writing sample which may be retained by the College as well as a cover letter and a resume. The topic of at least one writing sample must be related to gender and work life issues.

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

**This position has been designated as “sensitive” and requires a pre-employment background check.**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application
process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

**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. A *skills assessment may be conducted to determine if the minimum requirements are met.* 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*