

Position Title: Legal Impact Network (LIN) Program Associate
Reports to: Senior Director of Multistate Advocacy/Director of Legal Impact Network
Supervises: N/A

Organizational Overview: The Sargent Shriver National Center on Poverty Law provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. We put race front and center in our work. We recognize that inclusion of diverse voices, perspectives, and experiences is essential to understanding and addressing complex issues in our advocacy and within our organization. To that end, we focus on issues that deeply affect the lives and social mobility of people living in poverty: economic justice, housing justice, healthcare justice, and community justice. We lead, equip, and mobilize multi-state networks to advance an anti-poverty and racial justice agenda. Through training and leadership development programs designed to foster innovation and collaboration, we strengthen core competencies of advocates across the country.

Position Overview: The Shriver Center is seeking a Legal Impact Network Program Associate to help advance its efforts to alleviate poverty and advance racial justice across the states. The Legal Impact Network (LIN) is a network of organizations from thirty-three states and the District of Columbia that seek to change systems that perpetuate poverty and racial inequity through legal and policy advocacy. The LIN Program Associate will work with other Shriver Center staff to help members collaborate effectively and will be part of a team that organizes, supports, and contributes to LIN's efforts. This will include coordinating the activity of LIN's working groups, which are currently focused on consumer rights, communications, immigrants' rights, criminal justice, and safety net programs. As joint advocacy campaigns arise, the LIN Program Associate will provide support including managing calendars and reporting, collecting information for evaluations, and providing other support. Qualities that will help the candidate be successful in this position include: flexibility, initiative, attention to detail, and a willingness to work cooperatively with staff across the organization and network. The LIN Program Associate will be responsible for several important administrative functions, including supporting the President and LIN Director and managing logistics various meetings and convenings.

Responsibilities:

- Provides general administrative support for the President and Director of LIN;
- Organizes and facilitates LIN meetings and conference calls;
- Organizes webinars, panel discussions, and trainings;
- Manages LIN online community website; and
- Other duties as assigned.

Requirements:

- Excellent attention to detail and organization skills;
- Experience working effectively in a team setting;
- Experience with PowerPoint, Google and Microsoft Office suite;
- Strong writing and proofreading skills;
- Experience with webinar conferencing tools such as Adobe Connect and GoToMeeting preferred;
- Experience with Confluence/web design preferred;
- Bachelor's degree preferred;
- Demonstrated commitment to social justice and advancing racial equity;





- Experience working and managing across lines of difference and working with and in economically and racially diverse communities preferred; and
- Demonstrated commitment to the Shriver Center's mission, vision, and values.

Salary/Benefits: This full-time exempt position offers a competitive annual salary and a comprehensive benefits package.

Opening/Closing Date: Application deadline is Friday, May 11, 2018. Start date is Tuesday, May 29, 2018.

Applications: Send a cover letter and résumé to Gavin Kearney at hr@povertylaw.org.

Visit www.povertylaw.org for more information about the Shriver Center.

