

JOB ANNOUNCEMENT

Release Date: **July 2, 2015**

Position: **Program Manager, Fellowships**

**About Equal
Justice Works:**

The mission of Equal Justice Works is to create a just society by mobilizing the next generation of lawyers committed to equal justice.

We provide a continuum of opportunity that begins with incoming law school students and extends into later careers in the profession. From advocating for law school programs that instill public service values among students, to creating summer and postgraduate public interest jobs, to addressing the staggering educational debt that blocks lawyers from going into public service, Equal Justice Works inspires and provides opportunities for the legal community to change lives, make careers, and deliver on the promise of justice for all. Visit our website for more information: www.equaljusticeworks.org.

**About the
Opportunity:**

The purpose of this position is to support the efforts of the Director of Fellowships. The Program Manager of Fellowships will report to the Director of Fellowships and the primary responsibility of the Program Manager of Fellowships is to manage the competition and selection of privately funded Equal Justice Works Fellows and provide programmatic support to those selected throughout their Fellowship terms. The position oversees the program management of the largest public interest legal fellowship program in the country and the responsibilities include:

Responsibilities:

- Manages the solicitation of proposals for Fellowship projects matching geographic and subject area preferences of sponsors from law schools, law students, and host organizations. Provides high-quality customer service to prospective host organizations.
- Oversees private Fellowship section of website. Coordinates with Communications Unit and LSEA Unit to ensure effective promotion of program, and the dates when the application window opens and closes, and sponsor preferences given.
- Serves as content expert for the Fellowship application

process. Reviews application content annually, edits and posts the application, serves as primary point of contact for applicants, and recruits alumni reviewers to score applications. Conducts webinars on how to apply for an Equal Justice Works Fellowship.

- Serves as a program expert for the Fellow selection process by preparing slates of candidates for review by portfolio managers and submission to sponsors. Guides portfolio managers where there is overlap between candidate slates in different portfolios.
- Participates in the interview and selection of private Fellowship candidates in which Equal Justice Works is responsible for interviewing and selecting the Fellows without sponsor input, including those funded by cy pres and by contributions raised at the Annual Dinner (“text to give” funds), etc.
- Manages confirmation of Fellowship process, onboarding and development. Secures prompt, written confirmation of acceptance of Fellowship. Prepares, edits, and distributes Memorandum of Agreement, and Loan Repayment Assistance Program (LRAP) application to incoming Fellows and ensures timely fulfillment by Fellows of associated requirements.
- Serves as primary contact for a group of Fellows and provides programmatic support to Fellows and their host organizations across all portfolios.
- Serves as team lead on organization’s planning committee for Leadership Development Training (LDT). Works with Fellowships Team to design LDT programming. Trains all private Fellows at LDT on reporting and other program requirements. Presents the Fellowship program to law school professionals and law students during Conference and Career Fair. Conducts post-event evaluations.
- Completes initial review of all Fellow reports to evaluate progress and alert portfolio managers to any red flags for risk management.
- Oversees tracking systems to ensure accurate data collection for contact information, reporting, and impact evaluation purposes.
- Manages LRAP program, supervising Coordinator(s) responsible for administrative aspects of program. Organizes documentation required from applicants, reviews loan applications, and coordinates award calculations. Administers disbursements and serves as primary point of contact for LRAP issues.
- Administers the Grant Management System, including set up and implementation for the Fellowship Unit’s content.
- Participates in planning for, developing, and giving

- presentations at Equal Justice Works outreach events.
- Supports Senior Management and others engaged in sponsor recruitment and stewardship, including reporting to existing donors and creating proposals for prospective donors.
- Other duties as assigned.

Qualifications:

- Minimum of four years of acquiring and using industry knowledge and/or skills in similar positions.
- Bachelor's degree with JD or other advanced degree a plus. Relevant work experience may be substituted for preferred education.
- Candidate should have extensive knowledge of the public interest law sector and familiarity with poverty law issues generally.
- Ability to work with minimal supervision; strong communication skills, a professional demeanor and experience with volunteers, committees, and vendors. Ability to work well in both team environments and autonomously.
- Must be proficient in Microsoft Office programs (Excel, Word, and PowerPoint).

Salary and Benefits:

Comprehensive and generous benefits package, including loan repayment assistance, full health insurance coverage for employee, employer sponsored disability insurance program, monthly transportation stipend, retirement plan with up to 4% employer match, 13 holidays, 14 days vacation, 2 personal days, and sick leave.

To Apply:

Applicants should send a one-page resume, three references, and cover letter describing in detail their experience, qualifications and why they would be a good fit to humanresources@equaljusticeworks.org with the subject line "Program Manager Fellowships Application." Please note: Phone calls will not be accepted.

EQUAL JUSTICE WORKS is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, personal appearance, sexual orientation, family responsibilities, physical or mental handicap, matriculation, or political affiliation.