

**Legal Momentum:
The Women's Legal Defense and Education Fund**

Job Description

Job Title: Program Manager, Legal Department
Department: Legal Department
Function: Provide administrative and programmatic support and communications assistance to the Legal Department
Reports to: Legal Director and Deputy Legal Director
Salary range: \$55,000 - 60,000
Location: New York, NY

About Legal Momentum: As the longest serving women's civil rights organization in the country, Legal Momentum harnesses the power of the law to advance gender equality, with a focus on gender-based violence, educational equity, fairness in the courts, reproductive justice, and workplace equality and economic justice. In the last five decades, Legal Momentum has made significant strides in these areas by bringing impact litigation, drafting and helping to enact laws and policies that expand gender-based protections, and creating educational initiatives to inform individuals about their rights.

About the Program Manager position: Legal Momentum is hiring a Program Manager to work within the Legal Department. The Program Manager will ensure that legal programmatic goals are met; provide administrative support to legal directors and staff; administer grant funding obligations; implement a communications strategy to expand public awareness of LM's work; interact with members of the public who contact Legal Momentum's Helpline for legal information and support, and contribute substantively to completion of projects which further LM's mission and goals.

The ideal candidate will have a deep, demonstrated commitment to the advancement and protection of women's rights and gender equality, and an understanding of non-profit organizations. The candidate will be motivated and dedicated, with the ability to work well both independently and collaboratively in a high-paced environment. The position is based in our New York City office—currently we are working on a hybrid remote/in-office schedule.

Responsibilities

- Support day-to-day administrative operations for the Legal Department.
- Assist in developing, researching, formatting and publication of new resources and the maintenance and updating of existing resources in both digital and hardcopy.
- Maintain Legal Dept records and archives including case dockets, subject matter files and library.
- Manage administrative duties associated with grant funding, including programmatic reporting and financial obligations. Provide support for grant applications. Draft activity/progress reports for board of directors, funders and others.

- Develop and distribute external communications about legal programming including coordinating publication of a biweekly newsletter and running the organization's social media channels.
- Manage inquiries received by the Syms Legal Momentum Helpline and maintain records related to Helpline activities.
- Coordinate intern recruitment, hiring and all intern-related activities.
- Foster relationships with and respond to requests from cooperating organizations and law firms.
- Manage and update the aspects of the organization's website featuring Legal Department content and news.
- Other tasks as assigned which further the Legal Dept and organization's mission and goals.

Qualifications

- Bachelor's degree or higher and at least two years' work experience.
- Ability to work effectively both independently and collaboratively and to take direction well.
- Highly organized and able to manage a multitude of diverse tasks with careful attention to deadlines.
- High proficiency in Microsoft Word, PowerPoint, Excel, and Outlook. Experience with Adobe InDesign and/or Canva a plus.
- Experience building and maintaining a robust follower base across all major social media platforms.
- Excellent writing, grammar, and proofreading skills.
- Proficiency in internet research; familiarity with Lexis/Westlaw legal research a plus.
- Excellent interpersonal skills and ability to communicate well with people from a broad range of backgrounds and people who have experienced trauma.
- Demonstrated knowledge of and dedication to women's rights and gender equality issues and public interest organizations.

Salary range: \$55,000 - \$60,000 per year on a full-time (35-hour/week) schedule and employer-covered benefits.

Legal Momentum is an equal opportunity employer and we encourage applications from all qualified candidates, regardless of gender, race, color, religion, national origin, age, or sexual orientation.

Applications: Applications will be considered on a rolling basis until the position is filled. Early applications encouraged. Only complete applications will be considered. Only those applicants who are selected for an interview will be contacted.

Interested applicants should send a cover letter, resume, brief writing sample, and three references by mail or email to: careers@legalmomentum.org **ATTN: Program Manager**
Vacancy