



Job Announcement – Program Assistant

The Child Care Law Center seeks an organized, detail-oriented individual to help our non-profit legal organization run smoothly. The Child Care Law Center uses legal expertise to educate, advocate, and when necessary, litigate to break down the barriers standing between families in need and affordable, quality child care.

Please visit www.childcarelaw.org for more information about the Child Care Law Center.

We are a small team of dedicated professionals with a passion for social justice. This position is good for individuals who want to learn more about nonprofit management, law, policy advocacy, fundraising, or early childhood education.

The Program Assistant position involves:

- Written communications with supporters and donors
- Coordinating the Legal Information & Referral Service
- Light administration, clerical and I/T
- Supporting the Board of Directors and Executive Director
- Meeting and event planning and support

Qualifications:

- Excellent writing, spelling, and speaking skills.
- Familiarity with CRM software, email communications, computers, phones and programs (Word, Excel, Salsa or a similar donor engagement platform, Gmail, PowerPoint, social media and internet applications.)
- Ability to handle multiple projects at once, stay organized, and pay close attention to detail.
- Bilingual in Spanish and English a plus.

Compensation/Benefits: \$43,000 - \$47,000, depending on experience and qualifications. The Child Care Law Center offers vacation, health insurance, and retirement contributions.

Timeline: The position begins in late July 2019.

To Apply:

Please send a cover letter explaining work experience, interest, and qualifications for the position, résumé, and the names of two references to [hiring@childcarelaw.org](mailto: hiring@childcarelaw.org). Please put “Program Assistant Position” in the email subject header.

The Child Care Law Center values diversity and is an affirmative action & equal opportunity employer. All interested individuals are encouraged to apply.