



CHILD CARE LAW CENTER.

**Position Available:**

**Operations Associate – *social justice organization, supportive team, job variety***

The Child Care Law Center helps transform lives, strengthen communities and spark bigger social change by expanding access to good affordable child care. We educate, advocate - and sometimes litigate – so that all families can have quality, affordable child care.

Giving all children a strong start helps close gaps before inequities widen. We partnering closely with child care providers, parents, and legal aid attorneys to shape fairer, more effective laws and policies at the local, state and national level.

**We are looking for an energetic, detail-oriented individual** to liaison with our board, manage our office systems and help build our movement through social media and communications. This is a great job for a person with good writing and organizing skills who wants to learn more about nonprofit organizations, management, and advocacy.

**Essential Duties**

Liaison with Board of Directors -- Organize board meetings; update board members regularly; assist with event planning.

Manage the Office – Supplies and scheduling meetings; monitor general phone and email; process reimbursements and invoices.

Educate our Community -- Proofread publications; general phone and reception; communications to educate and inspire donors and supporter

**Qualifications**

- Excellent writing, spelling, and speaking skills.
- Familiarity with CRM software and social media
- Commitment to a diverse, inclusive workplace and community
- **Desired:** Bilingual in Spanish and English

**Compensation:** \$42,000 - \$52,600, depending on experience and qualifications; Vacation, health insurance, and retirement contributions. The position is open starting August 16, 2019.

**To Apply:** Please email a cover letter explaining: 1) your interest and how you meet the qualifications listed for the position, 2) résumé, 3) short writing sample and 4) two references to [hire@childcarelaw.org](mailto:hire@childcarelaw.org), with “Operations Associate Position” as the subject.

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