TITLE OF POSITION: Associate Director

DEPARTMENTS: The Louis Stein Center for Law and Ethics and Feerick Center for Social Justice, Fordham University School of Law, Lincoln Center Law School

The Associate Director will provide programmatic and administrative support to Fordham Law School’s Stein and Feerick Centers.

**Louis Stein Center for Law and Ethics.** Founded in 1976, the Louis Stein Center examines the critical role of lawyers in building a more just society, and explores how ethical values inform and improve the legal profession. The Stein Center works in collaboration with law students, practitioners, judges and legal scholars to study and improve the legal profession by: supporting a wide range of conferences and publications; honoring exemplary lawyers; inculcating ethics into teaching law; incorporating ethical and professional values into academic and mentoring programs; and encouraging scholarly inquiry and scholarship on the professional conduct and regulation of lawyers. Above all, the Stein Center fosters an understanding of “ethical legal practice” that goes beyond adherence to the rules set forth in professional codes of conduct.

**Feerick Center for Social Justice.** Founded in 2006, the Feerick Center promotes the rights of and addresses the problems facing marginalized and low-income New Yorkers. The Center works with nonprofit, legal services, and public sector organizations and individuals to respond to the challenges of those in need. Through education and collaboration, the Center engages with Fordham students, alumni, and faculty to create and implement long-term innovative solutions critical to lasting change.

**RESPONSIBILITIES:**
- Principal staff member overseeing the Feerick Center’s work in the consumer area, including: helping to oversee all aspects of the Center’s work with limited-scope clinics, pro bono best practices, and related advocacy, fact finding, and report writing.
- Principal staff member overseeing the Feerick Center’s work related to educational equity, including: further developing the Center’s programs related to New York City public school admissions and assignment and related advocacy, fact finding, and report writing.
- Supervising grant-funded staff involved in the Feerick Center’s consumer and educational projects.
- Supervising fellows and law students involved with the Feerick Center’s consumer and educational projects.
- Opportunity to work with the Feerick Center Executive Director to develop new program initiatives related to social justice and to work on existing initiatives as necessary.
- Working directly with the Stein Center Director and Feerick Center Executive Director on program initiatives involving ethics, access to justice, pro bono, and public interest practice.
- Helping to administer and coordinate the Centers’ programs and projects including organizing and overseeing conferences, CLE programs, awards receptions and colloquia.
- Helping to managing the day-to-day activities and overall administrative operations of the Centers, including budgets.
- Overseeing the communications strategy and work products for the Centers. Developing and preparing written materials on the Centers and maintain the Centers’ websites, annual reports and other publications, including regular e-newsletters.
- Involvement with the Centers’ alumni affairs and development efforts.

**QUALIFICATIONS:**
- J.D. degree required.
- Demonstrated writing ability and excellent organizational and communication skills are required.
- Significant experience related to professional responsibility and/or consumer law issues preferred.
- Five years of experience with program development and implementation, policy research and analysis, and legal research and analysis preferred.
- Demonstrated ability to work both independently and collaboratively in a fast-paced and team environment.
- Conversational Spanish and/or Spanish fluency preferred.

**SALARY:** Commensurate with experience

**FLSA CATEGORY:** Exempt

**STARTING DATE:** ASAP

**SEND LETTER & RESUME:**
Darin Neely
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Please, no phone calls.

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*