TITLE OF POSITION/RANK: Program Assistant

DEPARTMENT: Leitner Center
Law School Lincoln Center

The mission of the Leitner Center is to contribute to the promotion of social justice around the world by encouraging knowledge of and respect for international law and international human rights standards in particular. The Center pursues this goal by sponsoring education, scholarship, and human rights advocacy, and facilitating collaboration among law students, scholars, and human rights defenders in the United States and abroad.

RESPONSIBILITIES:
- Report directly to the Executive Director of the Leitner Center and the Director of the Walter Leitner International Human Rights Clinic and provides comprehensive support for the Center
- Research, prepare, edit, format and distribute documents such as memos, news releases, the Center newsletter, reports and web content
- Provide writing, editing, and Bluebooking support to Center faculty for law review articles, academic journals, and advocacy reports
- Collaborate with Human Rights Clinic faculty and students on human rights projects in partnership with social justice organizations
- Plan and coordinate Center events, including speakers, meetings, and film and panel discussions, and provide administrative support to the Leitner Center’s annual Summer Human Rights Institute
- Assist with donor cultivation and stewardship and provide grants management and finance administrative support, including by recording, processing, and maintaining financial records, as well as preparing materials for fundraising events
- Serve as a primary point of contact for the Center and systematically track communications and track the status of requests and responses; manage the Center’s social media platforms and maintain its website in conjunction with an external webmaster, and provide design support for the website, promotional materials, reports, and other materials
- Provide day-to-day administrative support to the Leitner Center faculty and staff including scheduling, travel arrangements, filing, processing applications for student programs and fellowships and responding to requests for information; and
- Perform other responsibilities as may be assigned

QUALIFICATIONS:
- Bachelor’s Degree in a related field, such as government, international relations, human rights, or social sciences, required
- Strong organization skills with meticulous attention to detail
- Excellent oral and written communication skills, analytical skills, and the creativity needed to conduct online research
- Experience with event planning, community engagement, or organizing desirable
- Proficiency in computer programs, including MS Office Applications required; experience with QuickBooks, content management programs and contact databases, InDesign, or other design software a plus
- Native level fluency in English required; knowledge of or fluency in other languages a significant plus
- Strong interpersonal skills and the ability to work independently and as part of a team with staff and partners from diverse backgrounds in a positive, collaborative, and inclusive environment
- Strong initiative and follow-through and the capacity to think creatively and strategically
- Dedication to the Leitner Center’s mission and a desire to engage intellectually
- Verbal, written and interpersonal savvy, with superior judgment at all times

SALARY: Commensurate with experience

FLSA CATEGORY: Non-Exempt

START DATE: July 16, 2020

APPLICATION INSTRUCTIONS:
Applicants should send a cover letter (explaining your interest in the position and work in international human rights, administrative and research experience, and how the position will advance your professional goals), a resume/C.V., a brief writing sample (no more than 10 single-spaced pages, unedited by others), an undergraduate transcript (which can be unofficial), and contact information for three references in one complete PDF file to leitnercenter@law.fordham.edu. Use “Program Assistant Candidate 2020” as the subject of your email. No calls, please.

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