Student Engagement and Counseling is responsible for the following:

- Working with PIRC’s Assistant Dean of Public Interest and Social Justice Initiatives.
- Programming and individual counseling for all students and alumni.
- Running the Housing Justice Initiative, in collaboration with the Urban Law Center.
- Representing the PIRC at various local, state, and national conferences and functions.
- Expand PIRC’s focus on diversity, equity, and inclusion work.
- Coordinate with Director of Diversity, Equity & Inclusion to provide anti-racism trainings to PIRC student leaders.
- Plan and coordinate the Annual PIRC Student and Alumni Awards Dinner.
- Maintain and update all PIRC student and alumni databases.
- Oversee the regular updating and maintenance of and improvements to the PIRC website and LawNet sites.
- Maintain and regularly update PIRC’s social media accounts.
- Create, update, and distribute PIRC handbooks, public interest job search guides, student organization, program brochures, event posters and other publicity materials to prospective applicants, students, faculty, administrators, existing and potential partner public service providers, and organizations outside of the law school.
- Write and disseminate the PIRC calendar of events and alumni newsletters on a regular basis.
- Oversee and coordinate the PIRC student leader alumni engagement.
- Represent the PIRC at various local, state, and national conferences and functions in the non-profit/public interest community.
- Plan and coordinate the annual New York Metro Public Interest Legal Career Reception and Fordham’s participation in annual public interest legal career fairs including: the Equal Justice Works Conference and Career Fair, the NYC Metro Public Interest Legal Career Fair, Rebellious Lawyering, The Cover Retreat, Peggy Browning, and other public interest conferences and symposia.
- Organize annual Public Service Day volunteer activities during Orientation Week for incoming 1L students.
- Assist the Assistant Dean and the Director of Public Interest Scholars & Fellowships to advise all students and alumni interested in pro bono and community service activities, internships/externships during the academic year and the summer, and post-graduate jobs including public interest fellowships and government honors programs.
- Administer the law school’s public interest summer fellowship application, selection, and payment process in coordination with the Development and Alumni Offices; alumni, law firm, foundation, and other donors; and committees of faculty and administrators. Compile and share data with respect to applicants and recipients.
- Create materials providing information on specific public interest practice areas and make organization specific information accessible for students and alumni.
- Run the Housing Justice Initiative, in collaboration with the Urban Law Center. Implement new initiatives consistent with needs and changes in the public interest job market. Coordinate the work of the centers and institutes at Fordham Law, specifically with respect to student engagement.
- Assist in completing surveys and answering inquiries from prospective students and outside organizations about the PIRC. Present at Admitted Students Days.
- Perform other duties and responsibilities as assigned.
QUALIFICATIONS:
- Graduate degree required; Juris Doctor degree strongly preferred.
- Three–five years’ experience working in a law school and/or with a non-profit or government organization required. Experience in an administrative role is strongly preferred. Previous work experience with volunteers strongly preferred.
- Strong commitment to public service, access to justice, and working with law students.
- Excellent management, supervisory, interpersonal, and organizational skills.
- Diversity, equity and inclusion experience, and a deep commitment to racial justice.
- Strong writing skills for advertising/publicity and in-house publications.
- Facility with computer database programs and social media.
- Extensive experience in organizing and running both large and small events.

SALARY: Commensurate with experience
FLSA CATEGORY: Exempt
START DATE: ASAP
SEND LETTER AND RESUME TO: PIRC Director – Search Committee
Public Interest Resource Center
Fordham University School of Law
150 West 62nd Street, Room LL-100
New York, New York 10023

Applications preferred via e-mail to pirc@law.fordham.edu under Subject Line: PIRC Director Search Committee – (your first and last name).

Please no e-mail or phone inquiries.
Candidates who will be interviewed will be contacted directly.

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.