PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: PIRC Counselor
                     (Part-Time/Non-Benefited; Maximum 19 hours per week)

DEPARTMENT: Fordham Law School - Lincoln Center Campus

POSITION SUMMARY:
The Public Interest Resource Center (PIRC) is the Law School’s center for student-initiated pro bono legal assistance for the underserved, and public service law-related education, advocacy, and community service work. The PIRC also provides extensive public interest-related career programming and individual counseling for all students and alumni seeking academic year, summer, or post-graduate positions in the public service sector. This position reports directly to and is supervised by PIRC’s Assistant Dean of Public Interest and Social Justice Initiatives. Working with PIRC’s Assistant Dean, Director of Public Interest Scholars and Fellowships, Director of Public Interest Student Engagement and Counseling, and Office Manager.

RESPONSIBILITIES:
• Assist with advising 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. With a particular focus on alumni public interest career counseling.
• Create & update materials providing information on specific public interest practice areas and make organization specific information accessible for students and alumni.
• Support the regular updating and maintenance of and improvements to the PIRC website and LawNet sites.
• Provide support to supervise, support, and monitor the activities, meetings, and events of the 22-student initiated public interest student organizations housed in the Public Interest Resource Center (PIRC).
• Assist with PIRC student and alumni databases.
• Support the work to organize, publicize, and conduct programs and events to educate and recruit students to participate in the PIRC’s various volunteer and community service projects. Assist with the organizing of larger events.
• Assist with PIRC’s social media accounts.
• Support the work to create, update, and distribute PIRC handbooks, public interest job search guides, student organization, program brochures, event posters and other publicity materials.
• Assist with the administration of the law school’s public interest summer fellowship application, selection, and payment process.
• Support the coordination of the work of the centers and institutes at Fordham Law, specifically with respect to student engagement.
• Assist with the administration of the Stein Scholars Program in Public Interest Law & Ethics.
• Perform other duties and responsibilities as needed and 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 providing public interest career counseling to students and alumni.
• 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 intranet and website design and editing.

SALARY: Hourly Rate - Commensurate with experience.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Leah Horowitz
                               PIRC@fordham.edu

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Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories