



California Women's Law Center Position Announcement

The California Women's Law Center (CWLC) is seeking applicants for the position of Development Associate/Office Manager.

Background

Founded in 1989, the California Women's Law Center is a nonprofit organization working to secure justice for women and girls by breaking down barriers and advancing their potential through transformative litigation, policy advocacy and education.

CWLC believes lasting change is only possible when women and girls are empowered to be their best advocates. Our work prioritizes violence against women, sex discrimination, women's health and reproductive rights, equal pay and gender equality.

Responsibilities and Duties

This position supports the Executive Director of the California Women's Law Center in day-to-day tasks and long-term projects. The job is mostly administrative and includes elements of fundraising, development, topical research and coalition building. This position requires a resourceful self-starter who can flexibly handle multiple projects simultaneously. Strong candidates for this position will have a knowledge of and interest in gender specific issues and legislation.

Responsibilities include copy writing, event planning and coordination, interaction with the Board of Directors, donor relations, database maintenance, scheduling, mailing, bookkeeping, website and social media maintenance.

We are looking for someone who is excited about the organization's mission of pursuing justice for women and girls and who can help CWLC grow our outreach.

Education and Experience

- Four-year degree preferred
- Spanish proficiency preferred

Salary and Benefits

- Full time, non-exempt
- \$18.00-\$21.00 an hour, commensurate with experience
- Health, dental, vision and disability insurance

Application Procedure

Send a cover letter outlining your qualifications and a resume to info@cwlc.org.

The California Women's Law Center is an equal opportunity employer.