



## 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, Title IX gender discrimination, women's health, and issues impacting women's economic security.

### **Responsibilities and Duties**

CWLC seeks a resourceful self-starter who can flexibly handle multiple projects simultaneously and help our organization grow our reach. Strong candidates for this position will have a knowledge of and interest in gender specific issues and legislation, and be enthusiastic about CWLC's mission. 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 other duties as outlined below. The Development Associate/Office Manager will:

- Perform clerical work, including answering and fielding phone calls, responding to emails, scheduling meetings, organizing mailings, ordering office supplies, and liaising with building management
- Assist with bookkeeping, including data entry, invoice processing, and other duties
- Support event planning and execution, including logistics and materials
- Support the Executive Director in management of Board of Directors, including meeting coordination, materials preparation, and clear and timely communication
- Maintain donor and supporter database/s, work with CWLC to execute strategies for list growth and engagement
- Maintain current and relevant information on CWLC website, and assist CWLC staff to manage social media platforms and e-communications
- Draft basic copy for eblasts, newsletters, and other written materials
- Conduct basic grant research and tracking
- Conduct basic research on issues impacting women's equality
- Liaison with vendors and consultants as appropriate
- Attend meetings and engage in coalition work as appropriate
- Assist CWLC staff with other administrative and fundraising efforts as needed
- Other duties as assigned by Executive Director

### **Education and Experience**

- Four-year degree preferred
- Spanish proficiency preferred
- At least 1 year experience in an office environment preferred
- Ability to work independently with minimal supervision required
- Ability to work as a member of a team required
- Excellent attention to detail required

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- Strong written and verbal communications skills required
- Familiarity with CRM platforms and WordPress a plus
- Familiarity with Quickbooks a plus

**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 [cwlc@cwlc.org](mailto:cwlc@cwlc.org).

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