TITLE: Toll Public Interest Center Associate Director
                      Director of Social Justice Programs

Penn Law is one of the nation’s oldest and most distinguished law schools. We offer a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania. The resulting intellectual opportunities and professional relationships bridge traditional boundaries and disciplines, making Penn Law an extraordinary supportive academic community for its scholars and students alike.

TPIC OVERVIEW:

Penn Law’s Toll Public Interest Center (TPIC) is the home of public service at Penn Law. TPIC promotes service through learning and learning through service, managing a vibrant array of pro bono, public interest, and government programs that engage law students in local, national, and global communities. Our award-winning pro bono program is one of the oldest and most rigorous pro bono graduation requirements in the country. TPIC ensures that students are trained and supervised in wide-ranging, substantive, impactful law-related pro bono work. Our government programs connect students to educational and experiential opportunities in local, state, and national government. Our public interest programs build and nurture a vibrant, engaged community that is committed to pursuing justice. We are a passionate, mission-oriented staff that works in a collaborative and non-hierarchical environment: while each of us manages an extensive list of individual responsibilities, we complete major projects as a team, maintain a true open-door policy, and enjoy a mandate to generate and implement new ideas for the benefit of our students and the communities they serve.

POSITION OVERVIEW:

The Director of Social Justice Programs will report to the Associate Dean and Executive Director of the Toll Public Interest Center; supervise TPIC’s Assistant Director; and collaborate with other TPIC staff members and other Penn Law departments, faculty, students, University and community partners, to be the primary architect of Penn Law’s Toll Public Service Corps, which includes the recently expanded Toll Public Interest Scholars Program, the new Toll Public
Interest Fellows Program, the new Toll Public Interest Alumni Impact Awards, and all stewardship responsibilities associated with the $3 million gift that has made these initiatives possible. The Director will design and implement the comprehensive array of programs that will manifest in a curriculum for scholars, fellows, and the broader social justice community at Penn Law.

The overarching responsibilities of the position include:

- Design and implement all aspects of TPIC’s social justice programs including:
  - The Toll Public Interest Scholars Program and associated scholarships.
  - The Toll Public Interest Fellows Program and associated scholarships.
  - The Toll Public Interest Alumni Impact Awards and associated funding.
  - Social justice community education and outreach programs.
    - Training and education programs for the broader Penn Law community, including pro bono project leaders, student group leaders, and service trip participants.
    - Social Justice media outreach including managing TPIC’s podcast and social media presence.
- Supervising TPIC’s Assistant Director in effectuating all logistical components of scholar/fellow selection and programming, Alumni Impact Awards, and Social Justice media outreach.
- Collaborating with faculty advisors to inform social justice programs.
- Bringing innovation and creativity to programming to ensure that students receive a robust array of high quality public service opportunities and leadership trainings that will help build the skills necessary to successfully advocate for positive social change within their legal careers.
- Developing and managing a robust network of social justice partners to enhance our programs and student opportunities.
- Design and implement annual educational retreat for Toll Scholars and a larger Public Interest Retreat with social justice focus for Penn Law community.
- Design a robust selection process for new Alumni Impact Awards, engaging students in that process. Build and execute an annual alumni summit featuring the award recipients and showcasing their work and accomplishments.
- Developing and managing the budget for all Toll Public Service Corps programs.
- Design and manage systems for ensuring compliance with the scholarships associated with the Service Corps and Scholars program.
- Managing all stewardship duties associated with the 5-year gift that makes the Toll Public Service Corps possible.
- Collaborating with others to market all programming, news and accomplishments.
- Creating a network of social justice partners across the University to bridge across multiple departments, initiatives, and other graduate schools at Penn that engage in public service and social justice leadership development.
RESPONSIBILITIES:

1. Design, direct, implement, and oversee the Penn Law Toll Public Service Corps. (50%)
   • Toll Public Interest Scholars Program (25%)
   • Toll Public Interest Fellows Program (25%)
2. Supervise TPIC’s Assistant Director. (15%)
3. Serve as architect for TPIC’s community social justice education and engagement, including the design and hosting of Perspectives on Public Interest Podcast as well as TPIC’s social media content. (10%)
4. Design and deliver service-learning curriculum and training for Penn Law community including pro bono project leaders, student group leaders, and spring break service trip participants. (10%)
5. Design and implement a program for awarding the Alumni Impact Awards annually. (7%)
6. Manage stewardship of $3 million gift. (3%)
7. Other responsibilities as needed. (5%)

QUALIFICATIONS:

Master’s or JD required, with 5-7 years of experience working on behalf of underrepresented causes and/or communities. Experience within a higher education environment is essential. Candidates must demonstrate a strong commitment to and understanding of social justice, experiential learning, and leadership cultivation. Candidates must demonstrate the ability to design, plan, and implement educational curricula. Candidates must demonstrate proficiency in working with large groups of mission-driven individuals to plan and execute goals. Strong oral and written communication skills are essential, as is the ability to work diplomatically with multiple constituencies including faculty, alumni, current students, prospective students, and colleagues. Candidates should be highly motivated and possess strong personal initiative and drive. The ideal candidate will be a team player who has an established track record of collaboration in the workplace. We emphasize individual responsibility while requiring strong team support.

To apply: is http://jobs.hr.upenn.edu/postings/36988

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