Job Description

Toll Public Interest Center Program Assistant and Office Manager

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:
The Toll Public Interest Center (TPIC) harnesses the talent, expertise, and resources of Penn Law to engage in high-impact public service with local, national, and global communities. Our award-winning pro bono program has grown from 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 social justice programs build and nurture a vibrant, engaged community committed to pursuing justice. We are a passionate, mission-oriented staff that works in a collaborative environment: while each of us manages an extensive list of individual responsibilities, we complete major projects as a team, maintain an open-door policy, and enjoy a mandate to generate and implement new ideas that benefit our students and the communities they serve.

Position Overview:
TPIC’s Program Assistant & Office Manager reports to the Associate Dean and Executive Director of the Toll Public Interest Center, and collaborates with TPIC staff members, other Penn Law departments, faculty, students, University and community partners, to facilitate TPIC event planning, TPIC publicity, and TPIC Office administration.

Responsibilities:

1. Event Management (40%):
Support TPIC colleagues in planning and executing pro bono, public interest, social justice, and government program events in consultation with TPIC colleagues and students, ranging from small but frequent student-sponsored events, to large TPIC-sponsored events such as the Public Interest Retreat, Pro Bono Sign-Up Fairs, Public Interest Week, the Sparer Symposium, and the Public Interest Recognition Dinner.
   - Work with TPIC staff to plan and execute all TPIC-sponsored events.
• Work with TPIC staff to set and manage TPIC event budgets.
• Spearhead publicity for all events.
• Create and send invitations and maintain RSVP information.
• Organize travel and hotel arrangements for speakers; process reimbursements.
• Reserve venues, rooms, media, catering, and decoration for all events.
• Maintain an up-to-date events calendar for TPIC, and update Penn Law calendar with TPIC events, and represent TPIC in Law School event planning meetings.
• Maintain comprehensive event summaries, checklists, and budgets.

2. Information Management & Publicity (35%):
Keep TPIC’s web presence fresh, creative, and up-to-date, leveraging multiple platforms to reach audiences within the law school and beyond. Publicize TPIC programs, student achievements, and relevant news. Coordinate with TPIC staff to create resonant messaging for our audiences and keep our brand consistent. Coordinate with TPIC colleagues and Communications department to produce larger print projects.

• Design and execute yearly media strategy: identify key communications goals and create audience-specific messaging plans.
• Collaborate with TPIC colleagues to produce e-newsletters highlighting TPIC programs and student accomplishments.
• Manage and grow TPIC’s social media presence across different platforms, including Twitter and Instagram.
• Update and maintain TPIC’s website continuously throughout the year.
• Work with TPIC colleagues to develop and maintain stewardship materials in collaboration with the Office of Development and Alumni Relations and the Communications Department.
• Support communication of program goals, initiatives, successes, and opportunities to Penn Law, UPenn, TPIC’s boards, and other communities as needed.

3. Office Management and Support (20%):
Serve as the first point of contact for TPIC’s many visitors. Keep the office well-supplied and functioning smoothly. Maintain office budget.

• Schedule counseling appointments for students as needed.
• Assist TPIC Staff Attorney in providing referral information to individuals seeking pro bono legal assistance by mail, email and phone.
• Coordinate with Business Affairs office to handle office purchasing, payment of invoices, and reimbursements for TPIC staff or students.
• Act as office point of contact for Information and Technology Services department.
• Act as designated office mailer.
• Welcome visitors; address their needs or refer them to appropriate resources.
• Provide administrative support as needed for programs within TPIC and at Penn Law more broadly.

4. Other (5%):
Provide other support to effectuate TPIC and Penn Law programs as needed.
**QUALIFICATIONS:**

The best candidate will be a civic-minded individual with exceptional writing, critical thinking, organizational, and administrative skills. A B.A./B.S. is required. Applicants must be proficient in Microsoft Office products and have the ability to learn new computing programs with ease. Applicants must also be able to work independently, demonstrate initiative, effectively balance multiple tasks simultaneously, and work collaboratively in a service-oriented environment. We have a fun but busy workplace. We emphasize individual responsibility while requiring strong team support.

To apply: [http://jobs.hr.upenn.edu/postings/37135](http://jobs.hr.upenn.edu/postings/37135).

The University of Pennsylvania and its Law School are equal opportunity employers.