

The Birnbaum Women's Leadership Center (BWLC) at NYU School of Law invites applications for the position of **Program Associate** to support the operations of and advance the mission of the BWLC. We are looking for an energetic, detail-oriented, and committed individual to join our highly collaborative team.

Birnbaum Women's Leadership Center at NYU Law

The BWLC builds on NYU Law's rich history at the forefront of advancing women in the legal profession. A premier leadership development and law school program, the BWLC develops, empowers, and inspires the next generation of leaders in the law through an array of programs. The BWLC is also a hub for thought leadership – incubating and championing ideas that foster equality in the workplace and an inclusive democracy through public events and curated discussions. The BWLC simultaneously serves as a movement strategy engine, working to catalyze meaningful systemic change – including as home to the nationally recognized think tank, The Marcy Syms Equality Initiative (MSEI), which advances sex-based equality under the law.

Key Responsibilities

The Program Associate is an integral part of the BWLC team and contributes to all aspects of the Center's programming, working directly with BWLC Executive Director Jennifer Weiss-Wolf; MSEI Director Ting Ting Cheng; BWLC Faculty Director and Frederick I. and Grace Stokes Professor Melissa Murray; BWLC Legal Fellow; and key supporters and stakeholders.

Specific duties include:

Coordinate *event preparation* for 15-20 community/public events each year, including signature annual symposia

- Draft and design programs and promotional materials
- Provide support for attendees, including RSVP and list management
- Liaise with NYU Law entities, external partners (Bar Associations, advocacy organizations, academic institutions, NYU student groups and centers) and public venue partners and booksellers, as needed
- Coordinate with speakers for collateral, travel and reimbursements
 - Among the high-profile speakers the BWLC has hosted include: public leaders (the Honorable Elena Kagan, the Honorable Rosalie Abella, former U.S. Attorney General Eric Holder); journalists (Janelle Bouie, Irin Carmon); advocates (Sherrilyn Ifill, Reshma Saujani).

Promote the BWLC's *institutional advancement* efforts

- Support the BWLC Advisory Board (coordinate communications and outreach, as well as logistics and materials for two annual meetings, plus other event planning as necessary)
- Fundraising (provide support for BWLC leadership on donor and stakeholder relations)
- Coordinate and support BWLC *leadership initiatives*, including the Annual Leadership Summit, Executive Education and Law Firm Programming

Provide oversight and support for *law school and student initiatives*

- NYU Law Student Awards
 - Manage nomination announcement and inquiries
 - Facilitate application review and selection process
- High School Summer Internship
 - Post opportunity, coordinate applications and selection
 - Manage assignments/communication/feedback and overall experience
- Visiting Fellow-in-Residence Program
 - Post opportunity, coordinate applications

Craft public *communications*

- Maintain and update BWLC and MSEI website and social media channels
- Draft, design, and send BWLC and MSEI newsletters, event updates, and fundraising appeals
- Edit and design annual summary, brochures, and other public-facing collateral

Provide support for the *general operations* of the Center

- Assist BWLC Executive Director with budget tracking, reimbursement, expense reports
- Manage BWLC team calendar and weekly meetings
- Liaise across Law School administration – with AV/IT, Facilities, Communications, Student Affairs, and the Dean’s Office
- Serve as creative thought partner about the overall work, mission, reputation of the BWLC and MSEI as these programs continue to grow in visibility and national presence

Ideal candidates will possess:

- Bachelors’ degree plus at least one year of managing multiple projects and deadlines
- Exceptional verbal and written communication skills
- Ability to take initiative with an exceptional attention to detail
- Commitment to leadership development, academic and legal professional life, and the public interest
- Experience with Microsoft Office Suite, web design, and graphic design
- Comfort with or willingness to learn: web publishing and Mailchimp

Benefits and Terms of Employment

In compliance with New York City’s Pay Transparency Act, the annual salary range is \$50,000-\$55,000 for the position. New York University considers factors such as (but not limited to) scope and responsibilities of the position, candidate’s work experience, education/training, key skills, internal peer equity, as well as market and organizational considerations when extending an offer. NYU offers an excellent, comprehensive benefits package including generous paid time off and retirement contributions. Information about benefits can be viewed [here](#).

To apply: Please submit a cover letter, resume, writing sample, and three professional/academic references to womensleadership@nyu.edu with the subject line “BWLC Program Associate.” We will review applications on a rolling basis until the position is filled with a start date of early August 2026. The Program Associate is expected to work in-person at NYU Law.

Equal Employment Opportunity Statement

For people in the EU, click here for information on your privacy rights under GDPR: www.nyu.edu/it/gdpr
NYU is an Equal Opportunity Employer and is committed to a policy of equal treatment and opportunity in every aspect of its recruitment and hiring process without regard to age, alienage, caregiver status, childbirth, citizenship status, color, creed, disability, domestic violence victim status, ethnicity, familial status, gender and/or gender identity or expression, marital status, military status, national origin, parental status, partnership status, predisposing genetic characteristics, pregnancy, race, religion, reproductive health decision making, sex, sexual orientation, unemployment status, veteran status, or any other legally protected basis. All interested persons are encouraged to apply for vacant positions at all levels.

Sustainability Statement

NYU aims to be among the greenest urban campuses in the country and carbon neutral by 2040. Learn more at nyu.edu/sustainability