



## **SchoolWorks Program Assistant**

Youth, Rights & Justice, an innovative nonprofit based in Portland OR, is seeking a program assistant to join our SchoolWorks team.

Founded in 1975, YRJ is widely recognized as a leader in juvenile law. We provide court-appointed representation of children, youth, and parents involved in the foster care and juvenile justice systems—in both the trial and appellate courts. We also represent individual children and youth in school-related enrollment, special education, and disciplinary matters. On a larger scale, we work to improve the systems impacting our clients through education, legislative and administrative advocacy, class action litigation, publications, and training other lawyers and community partners.

Youth, Rights & Justice offers a competitive benefits package, including 15 days of vacation annually (increases to 20 days after two years); eight hours paid self-care time each month; paid sick and holiday time; medical, dental and vision plans; matching 401K retirement benefits and more.

*We encourage diverse applicants and are aware of research indicating that many women and BIPOC individuals hesitate to apply if they don't fully match all listed qualifications. We encourage you to consider this opportunity holistically and we commit to evaluating candidates for this opportunity holistically.*

**Status Classification:** Regular full-time; exempt (hourly)

**Office Hours:** Monday through Friday, 8:30 am - 5:00 pm

**Reports to:** Supervising Attorney

**Salary Range:** \$41,400-58,374 annually, depending on experience

### **Duties and Responsibilities**

Provide administrative and program support to YRJ's educational advocacy programs (SchoolWorks, SchoolWorks YES, and SchoolWorks PASS) including but not limited to:

- Opens and closes SchoolWorks cases using an online database according to protocol.

- Performs initial outreach to clients and schedules client meetings with SchoolWorks attorney and/or case manager.
- Reaches out to schools and school teams to schedule meetings.
- Schedules appointments, hearings, and other meetings for attorneys in the appropriate calendar for SchoolWorks attorneys and case manager.
- Meets regularly with assigned attorneys and case manager to ensure cases are handled in a manner that meets legal and ethical obligations.
- Prepares records requests, obtains school and other types of records and organizes records for ease of use. Upon request of attorney, reviews and summarizes records.
- Assists SchoolWorks attorney with getting best interest motions onto pleading paper
- Responds to clients in a manner that is professional, timely, and ethical.
- Completes client satisfaction surveys upon case closing.
- Tracks client information to ensure accurate outcomes for grant reporting.
- Schedules and attends SchoolWorks program meetings, takes and disseminates meeting notes.
- Develops community resources, contacts, and positive working relationships with community partners.
- Aids SchoolWorks team in planning and scheduling community events and community outreach, often in coordination with staff from other YRJ programs.
- Performs other duties as assigned.

#### **Requirements:**

- High school diploma or equivalent; two years of college preferred.
- Commitment to YRJ's mission.
- Strong ability to work in a team.
- Excellent verbal and written communication skills.
- Proficient in computer applications, including the MS Office suite and Adobe PDF.
- Comfort making phone calls to clients, school staff, and other stakeholders.
- Ability to work independently and efficiently.
- Ability to prioritize and manage multiple tasks.
- High degree of attention to detail and organization.
- Ability to maintain confidentiality of sensitive matters.

#### **Preferred Qualifications:**

- Commitment to continued professional development to strengthen capacity to work through an equity lens for equity and racial justice.

- Personal lived/living experience with child welfare or juvenile justice system, or of systemic inequity/oppression.
- Experience working in a law firm setting.

**Work Environment & Travel:** YRJ has a hybrid office model, with the option to work remotely and in the office as needed.

**To apply, please email a resume and one-page cover letter to Ally Hood:**  
[ally.h@youthrightsjustice.org](mailto:ally.h@youthrightsjustice.org)

Applications received by February 29 will be considered for interviews starting the week of week of March 4. This position is open until filled.