



Program Coordinator Job Posting

The Harvard Religious Freedom Clinic is seeking a Program Coordinator to offer administrative support and general assistance to the Clinic faculty and staff. The Program Coordinator will advance the Clinic's mission of promoting pluralism and building bridges in service to those in need through religious freedom legal representation.

Job Specific Responsibilities:

As a Program Coordinator, you will:

- Provide administrative guidance and assistance to Clinic staff and students on Clinic policies and processes and client matters;
- Manage day-to-day operations of the Clinic;
- Lead the Clinic's communications efforts, covering the Clinic's activities through social media posts and newsletters;
- Plan and coordinate Clinic activities and event programming, including panels, talks, special guests, student networking events, and trainings on Clinic systems;
- Assist Clinic Director and staff with research, copywriting, and developing internal and external Clinic materials;
- Serve as contact point for staff and students with regard to Clinic financial transactions, including payments and reimbursements;
- Work with Clinic Director and staff to develop, update, and maintain Clinic policies and processes.

Basic Qualifications

Three or more years of relevant experience. Education beyond high school may count towards experience.

Additional Qualifications and Skills

We are looking for people who have:

- A passion for the Clinic's mission of ensuring religious freedom for all;
- Strong time management, prioritization skills, and attention to detail;
- Effective verbal and written communication skills;
- Solid writing, editing, and proofreading skills and fluency in MS Office and social media platforms;
- Prior experience working in a legal setting and with clients and students preferred.