



Job Title	Program Manager of CLRN, Alumni Engagement & Initiatives
PVN ID	QL-2511-007110
Category	Managerial and Professional
Location	CUNY SCHOOL OF LAW
Department	Alumni Engagement & Initiatives Departme
Status	Full Time
Annual Salary	\$80,000.00 - \$90,000.00
Hour(s) a Week	35
Closing Date	Jan 13, 2026 (Or Until Filled)

General Description

CUNY School of Law is the #1 public interest law school in the country. Founded in 1983, we train lawyers to serve historically underrepresented communities and work towards greater diversity in the legal profession. Our motto, "law in the service of human needs," infuses everything we do.

The Community Legal Resource Network, CLRN, seeks to support alumni who came to CUNY Law to work in public interest sectors, in using the skills acquired to serve middle or low-income populations while still making a living. City Counseling, our largest program, is funded by local elected officials and staffed by contracted alumni who are paid low bono by CLRN for delivering free legal counseling and workshops across the city.

Reporting to the Associate Director of Alumni Engagement & Initiatives, the Community Legal Resource Network Program Manager, a full-time hybrid position, will work closely to support the City Counseling initiative at all stages of the program, from researching prospective partnerships to project management and reporting on deliverables. Program Manager of CLRN, Alumni Engagement & Initiatives will be a critical member of a core team in Alumni Engagement & Initiatives, contributing to the overall strategy and alumni engagement management.

Other Duties

- Support building and maintaining relationships with City Council Members and staff and Community Based Organizations (CBOs);
- Serve as the point person for Districts staff, CBOs, and attorneys to make introductions, cultivate relationships, and help troubleshoot should issues arise.
- Support the programming setup in funded Districts and CBOs by scheduling and preparing for conversations, attending meeting to identify needs and discuss potential formats within budget, and formulating summary materials including contracts and scope of work documents for follow up.
- Oversee the tracking of all programmatic activities, relationships, and deliverables.

- Draft programmatic and fiscal reports for partners and as needed.
- Supervise pool of contractor attorneys from CUNY Law alumni including outreach, recruitment, appointments, comprehensive tracking (practice, schedule, available, language, etc.), and other assignments as they arise.
- Prepare and support lobbying activities with Government Relations to secure funding including the drafting of materials, identifying ask amounts, scheduling and attending meetings, completion of applications, and maintaining of records.
- Compose and maintain digital and printed materials about CLRN for the website, newsletters, social media, and press in coordination with the Communications team.
- Stay abreast to trends and relevant news and contribute to the overall strategy and program design.
- Oversee any support staff and liaise with the Business Office and General Counsel as needed.
- Provide administrative and scheduling support and other duties as required.
- Programming: oversee and manage the CLE program, spearhead engagement initiatives for contract attorneys.
- Conduct on-site visits to assess project progress, ensure compliance with standards, and provide support or recommendations as needed.
- Oversee and manage the CLRN affinity groups.
- Performs and participates in the overall related alumni engagement duties as assigned.
- Other duties as assigned.

Qualifications

- Law Degree, JD
- Quick thinker, strong problem-solving ability, able to be resourceful, professional, and adaptable under pressure
- Meticulously detail-oriented and proactive
- Excellent organizational and project management skills
- Ability to multitask, managing multiple projects and work assignments
- Strong verbal and written communication skills
- Experience with databases, CRMs, or dashboards
- Exceptional computer skills, including Microsoft Office Suite

PREFERRED QUALIFICATIONS

- A CUNY Law alum is highly preferred
- Experience working in political offices or in a government relations-related field
- Experience with budgets preferred
- Experience lobbying preferred

How to Apply:

Please include a cover letter, resume and three professional references. If you have any questions regarding this position, please email alumnioffice@law.cuny.edu.