

## **Project Assistant Corporate Pro Bono**

Established in 1996, PBI is a nonprofit organization with a mandate to explore and identify new approaches to help the poor and disadvantaged who are unable to secure legal assistance to address critical problems. PBI does so by supporting, enhancing, and transforming the pro bono efforts of major law firms, in-house legal departments, and public interest organizations in the U.S. and around the world.

Founded in 2000, Corporate Pro Bono (CPBO) is the global partnership project of Pro Bono Institute (PBI) and the Association of Corporate Counsel (ACC). Our mission is to explore and identify new approaches to and resources for the provision of legal services to the poor, disadvantaged, and other individuals or groups unable to secure legal assistance to address critical problems. CPBO does so by supporting, enhancing, and transforming the pro bono efforts of in-house legal departments, ACC chapters, and in-house counsel and their colleagues in the U.S. and around the world.

The CPBO Project Assistant position requires an individual with solid writing, research, and analytical skills; someone who is organized, enterprising, pays close attention to detail, able to multi-task, and has excellent interpersonal skills. Experience with computers and online tools is essential.

The Project Assistant will work closely with the Director and Assistant Director of CPBO.

Major responsibilities include, but are not limited to:

- Assisting with the planning, development, and implementation of new approaches to provide information, services, and benefits to in-house legal departments.
- Assisting with the provision of excellent customer service to legal departments, in-house counsel, and other stakeholders, including answering general programmatic questions and maintaining and distributing timely, substantive information.
- Overseeing and implementing project-specific and organizational work related to PBI's Annual Conference in Washington, D.C., which draws over 300 participants from law firms, legal departments, and public interest organizations.
- Assisting with the coordination of and staffing other national and regional events.
- Assisting in project management of major organizational initiatives.
- Providing significant logistical support in planning and staffing CPBO-sponsored pro bono clinics throughout the country.
- Writing, editing, and publishing original CPBO materials and content for a variety of publications including the website, blogs, and monthly newsletters.
- Designing, developing, and maintaining publications (annual reports, guides, etc.) and promotional materials (fliers, brochures, etc.).

- Using a content management system to modify, publish, and maintain content (articles, news, event postings, etc.) and manage some technical aspects for the website.
- Drafting and organizing outreach mailings.
- Providing support to organizational governance by assisting in the planning and coordination of CPBO Board meetings and conference calls.
- Maintaining project files and corporate records in iMIS database.
- Providing administrative support to the project, including coordinating conference calls and meetings, and internal and external communication with high-level stakeholders.
- Providing similar support to other PBI initiatives, as needed.
- Some travel will be required for events, including the PBI Annual Dinner, national and regional events, and multiple clinics each year.

Qualifications:

- Highly organized and motivated individual with excellent attention to detail, excellent written and oral communication skills, the ability to manage multiple priorities and work independently and in a team.
- Ability to take appropriate significant initiative to perform tasks.
- Ability to organize work, set and adjust priorities, meet deadlines, and execute multiple concurrent tasks; to anticipate needs and respond accordingly.
- Ability to write and format professional correspondence, memos, and support documentation.
- Strong computer and internet research skills and knowledge of Microsoft Office suite including Excel, Microsoft Word, and Outlook.
- Prior experience with the Adobe Creative Suite (InDesign, Photoshop, Illustrator, and After Effects) strongly preferred and comprehension of HTML and CSS a plus.
- Strong commitment to PBI's mission and program priorities.
- Bachelor's degree.
- Prior nonprofit, law firm, or legal department experience strongly preferred.

Salary is commensurate with experience, and includes a generous benefits package. PBI is an equal opportunity employer, and women and persons of color are particularly encouraged to apply. To apply for the position, please send a cover letter, resume, brief writing sample (no more than 500 words), and list of references to:

Christopher Niebling  
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Pro Bono Institute  
1001 G St. NW  
Suite 305 West  
Washington, DC 20001  
[jobs@probonoinst.org](mailto:jobs@probonoinst.org)

No phone inquiries, please. Resumes will be reviewed as they are received.