



PRO BONO  
INSTITUTE

### **Corporate Pro Bono Project Assistant**

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

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 carrying out project-specific and organizational work during the months leading up to, and after, the Pro Bono Institute Annual Conference in Washington, D.C., which draws over 300 participants from law firms, legal departments, and public interest organizations
- Assisting with the coordination and staffing of the Association of Corporate Counsel Annual Meeting, which draws over 3,000 in-house counsel from around the world. Responsibilities include hosting an exhibit booth in the conference exhibit hall and organizing sessions during the Meeting, which is held in a different city each year
- Assisting in project management of major organizational initiatives
- Writing/editing/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 significant logistical support for CPBO-sponsored pro bono clinics throughout the country
- 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
- Provide guidance to undergrad and law school student interns
- Providing administrative support to the project, including coordinating conference calls and meetings, and internal and external communication with high-level stakeholders
- General writing, research, and technical assistance
- Providing similar support to other Pro Bono Institute efforts, as needed
- Some travel will be required



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Qualifications:

- Highly organized and motivated individual with excellent attention to detail, excellent written and oral communication skills, 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
- Bachelor's degree
- 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 Pro Bono Institute's mission and program priorities
- Prior nonprofit, law firm, or legal department experience strongly preferred but not required

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:

Chris Niebling  
Operations Manager  
Pro Bono Institute  
1025 Connecticut Ave. NW  
Suite 205  
Washington, DC 20036  
[jobs@probonoinst.org](mailto:jobs@probonoinst.org)

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