

Project Coordinator, Global Pro Bono Project

Job Description

The Pro Bono Institute (PBI) seeks a creative and energetic professional to fill the position of Project Coordinator of its expanded Global Pro Bono Project. PBI is a small, collegial organization committed to excellence in fulfilling an ambitious mandate – the exploration and creation of innovative approaches that promote access to justice.

The position requires an individual with excellent writing, research, and analytical skills; someone who is highly organized, pays attention to detail, can multi-task, and has excellent interpersonal skills.

Reporting to PBI's Law Firm Pro Bono Project and Corporate Pro Bono Project Directors, the Coordinator's responsibilities include, but are not limited to, the following:

- Developing in-depth expertise in understanding and addressing obstacles to global pro bono work;
- Helping to shape the strategic direction of the Global Pro Bono Project and the Coordinator position requirements to support this vision;
- Identifying and vetting organizations around the world that have the capacity and mandate to offer appropriate pro bono opportunities and coordinating with these groups;
- Identifying and documenting effective and successful global pro bono models and best practices for large law firms and in-house legal departments;
- Populating the PBI website with materials that provide effective and reliable guidance to law firms, legal departments and other interested persons and entities around the world on the management, infrastructure, and elements of developing global pro bono practices by adapting materials developed or compiled by PBI, utilizing information from firms, legal departments, public interest groups, and other sources, and developing new materials on global pro bono;
- Organizing, maintaining, and updating a library of information, materials, and best practices on global pro bono;
- Undertaking research on various aspects of global pro bono and working with law firms and legal departments to prepare and disseminate research monographs and update existing research to ensure that it is timely and relevant;
- Producing educational programming (live and electronic) on global pro bono issues for PBI's target communities;
- Designing and moderating discussion forums and other interactive tools to promote information sharing among the global pro bono community;
- Working with the Law Firm Project and CPBO Project Directors, assess the feasibility of creating a Global Pro Bono Project Advisory Committee;
- Attending, when appropriate and consistent with PBI's limited travel budget, global pro bono conferences and meetings;
- Coordinating with the Law Firm Project and Corporate Pro Bono to provide consultative services and assistance and support to law firms and legal departments seeking to expand their pro bono presence outside the US;
- Additional responsibilities as assigned and required in a small office setting.

Qualifications

- JD degree required along with at least three years of legal experience;

- Minimum of two years of experience in practice at a law firm or corporate legal department with a demonstrated, hands-on commitment to pro bono;
- Knowledge of and experience with public interest or legal services organizations is essential;
- Knowledge/background in global practice;
- Excellent written and oral communication skills;
- Excellent interpersonal skills;
- Proficiency and comfort in the use of the internet and other electronic and social media as a communications and learning tool;
- Willingness to travel;
- Ability to work as a team with a small staff, volunteers, and a wide range of external stakeholders;
- Demonstrated ability to administer multiple and complex projects;
- Non-English language facility a strong plus.

Additional Information

Salary is commensurate with public interest compensation levels, depending on experience, and includes a generous benefits package. PBI is an equal opportunity employer, and women and persons of color are particularly encouraged to apply.

How to apply

To apply for the position, please send a cover letter, resume, brief writing sample, and a list of references to:

Christopher Niebling
Operations Manager
Pro Bono Institute
1025 Connecticut Avenue, NW, Suite 205
Washington, DC 20036
jobs@probonoinst.org

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

Location

1025 Connecticut Ave., NW
Washington, DC 20036, United States
www.probonoinst.org

Details

Education requirements: J.D.

Employment type: Full time

Professional level: None specified

Job function: Advocacy, Management, Legal, Project management, Research

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