

Assistant Director Law Firm Pro Bono Project

Description

Pro Bono Institute (PBI) seeks an experienced, creative, and energetic professional to serve as the Assistant Director of the Law Firm Pro Bono Project, which works to enhance the pro bono culture and performance of major law firms in the U.S. and around the world. The ideal candidate will have a demonstrated commitment to access to justice and pro bono and be good-natured, detail-oriented, calm under pressure, collaborative, and flexible. This person should be a well-rounded individual, who enjoys working in a small nonprofit environment with substantive, administrative, and organizational responsibilities. This position reports to the Director of the Law Firm Pro Bono Project.

Responsibilities

- Research, develop, write, edit, proofread, design, and market original materials and content on substantive, mission-focused subjects for a variety of publications, including PBI's website, blog, and electronic newsletters
- Provide consultative services to law firms and other stakeholders to address issues specific to their pro bono efforts and that further enhance pro bono legal services and access to justice
- Research and prepare presentations on trends in law firm pro bono
- Assist in developing PBI's Annual Conference, which draws hundreds of participants from law firms, in-house legal departments, and public interest organizations
- Organize and maintain an online Resource Clearinghouse
- Manage and track annual law firm membership recruitment campaign and provide information and benefits to Member law firms
- Coordinate annual survey to collect, analyze, and report data on the performance of the Law Firm Pro Bono Challenge® initiative
- Provide guidance to undergraduate and law school student interns
- Develop and assist with the production of other educational programs and events, such as webinars, podcasts, regional events, PBI Annual Dinner, etc.
- Additional substantive and administrative responsibilities as needed in a small office setting

Qualifications

- A JD is required
- Minimum of four years of hands-on familiarity with pro bono from work at a law firm and/or legal experience at a public interest, legal services, or pro bono program
- Highly organized, energetic, mature, collaborative, and motivated with excellent attention to detail
- Strong written and oral communication skills
- Creative, curious, critical thinker and problem solver
- Strong interpersonal skills, good judgment, and a sense of humor

- Ability to get along well with others (this is particularly important in our small office)
- Ability to work independently, while being comfortable with direction and significant feedback
- Ability to organize projects and work flow, set and adjust priorities, meet deadlines, and execute multiple, concurrent tasks, and to anticipate needs and respond accordingly
- Strong computer and internet research skills and knowledge of Microsoft Office Suite including Excel, Word, PowerPoint, Outlook, as well as experience with design, database, and analytic software, such as InDesign, iMIS, and Qualtrics
- Familiarity with statistics, quantitative reasoning, and/or analytics preferred
- Some travel required

How to Apply

Applicants should send a resume, cover letter, list of references (two to three), and one brief writing sample (no more than 500 words) to:

Mr. Chris Niebling
Operations Manager
Pro Bono Institute
1001 G Street, NW, Suite 305 West
Washington, DC 20001
jobs@probonoinst.org

No phone inquiries, please.

Application review begins on a rolling basis immediately.

PBI is an equal opportunity employer, committed to ensuring fairness without regard to race, gender, sexual orientation, religion, national origin, age, disability or any other aspect protected by law, and welcomes and encourages diverse applicants and employees.