

## **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
- Supervise 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 along with at least four years of law practice at a law firm and a demonstrated commitment to pro bono and access to justice
- 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
- 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.