

Project Assistant, Law Firm Pro Bono Project

Description

The Project Assistant provides primary support to 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 Law Firm Project's goal is to integrate pro bono into the practice and culture of firms so that they provide the institutional resources, infrastructure, and encouragement essential to fostering a climate supportive of pro bono service. This position combines administrative and substantive responsibilities and offers significant opportunities for professional development and growth. The ideal candidate will be good-natured, detail-oriented, calm under pressure, collaborative, and thrive in a fluid and fast-paced environment.

Responsibilities

- Assist with the delivery of off-the-shelf products and the planning, development, and implementation of new approaches to providing information, services, and benefits to law firms
- Provide excellent service to law firms and other stakeholders (by phone and email), including answering general questions and maintaining and distributing timely, substantive information
- Provide significant substantive, administrative, and logistical support for the Pro Bono Institute Annual Conference, which draws participants from law firms, in-house legal departments, and public interest organizations around the world
- Assist with the development, design, production, and distribution of promotional materials (fliers, brochures, mailings, etc.)
- Research, write, edit, proofread, design, and publish original materials and content on substantive, mission-focused subjects for a variety of publications, including the website, blog, and electronic newsletter
- Maintain project files and records in iMIS contact-management database
- Manage and promote an online Resource Clearinghouse, including oversight of content and user experience (including registration, password and account management)
- Maintain and update Project-focused pages on the website
- Co-produce (schedule guests, research, prepare scripts, edit, draft social media marketing) the Pro Bono Happy Hour podcast
- Provide guidance to undergrad and law school student interns
- Provide administrative support, including preparing mailings, periodic (weekly/monthly/quarterly) reports, and analytics; maintaining files and spreadsheets; coordinating and scheduling conference calls, meetings, and webinars; and providing internal and external communication with stakeholders and vendors
- 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 similar substantive and administrative support to other Pro Bono Institute efforts and staff, as needed.

Qualifications

- 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 time management skills and the ability to manage multiple priorities for different supervisors
- 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 with a significant degree of initiative, while being open to direction and 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
- Ability to write and format professional correspondence, memos, reports, and supporting documentation
- Bachelor's degree
- Strong computer and internet research skills and knowledge of Microsoft Office Suite including Excel, Word, PowerPoint, and Outlook
- Prior experience with InDesign, iMIS, and/or Qualtrics preferred
- Familiarity with statistics, quantitative reasoning, and/or analytics preferred
- Prior work experience (especially at a law firm or nonprofit organization) strongly preferred

How to Apply

Applicants should send a resume, cover letter, list of references (two to three), and 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.

The Pro Bono Institute 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.