

Position Description

Project Assistant

Established in 1996, Pro Bono Institute (PBI) is a nonprofit organization with a mandate to explore and identify new approaches to help the poor and disadvantaged who are unable to secure legal assistance to address critical problems. PBI does so by supporting, enhancing, and transforming the pro bono efforts of major law firms, in-house legal departments, and public interest organizations in the U.S. and around the world.

The Law Firm Pro Bono Project (Law Firm Project) is the only global effort designed to support and enhance the pro bono culture and performance of major law firms in the U.S. and around the world. The Project's goal is to fully integrate pro bono into the practice, philosophy, and culture of firms so that large law firms provide the institutional support, infrastructure, and encouragement essential to fostering a climate supportive of pro bono service and promoting partner and associate participation.

Founded in 2000, Corporate Pro Bono (CPBO) is the global in-house project of PBI. Our mission is to explore and identify new approaches to and resources for the provision of legal services to the poor, disadvantaged, and other individuals or groups unable to secure legal assistance to address critical problems. CPBO does so by supporting, enhancing, and transforming the pro bono efforts of in-house legal departments, Association of Corporate Counsel (ACC) chapters, and in-house counsel and their colleagues in the U.S. and around the world.

The Project Assistant position combines administrative and substantive responsibilities for both the Law Firm Project and CPBO, as well as PBI as a whole. The Project Assistant has solid writing, research, and analytical skills; is organized, enterprising, pays close attention to detail, is able to multi-task, and has excellent interpersonal skills. The Project Assistant also possesses significant experience with online tools or an interest in learning such tools.

The Project Assistant works closely with the Directors and Assistant Directors of both the Law Firm Project and CPBO.

Major responsibilities include, but are not limited to:

- Assisting with the provision of excellent customer service to law firms, in-house legal departments, and other stakeholders, including answering general programmatic questions and maintaining and distributing timely, substantive information.
- Providing significant substantive, administrative, and logistical support for the PBI Annual Conference, which draws participants from law firms, in-house legal departments, and public interest organizations around the world. In particular, managing the Pro Bono EXPO and/or virtual Pro Bono Fair.

- Assisting with the project management and staffing of other national and regional events and major organizational initiatives, such as Financial Institution Pro Bono Day and the ACC Annual Meeting.
- Coordinating annual survey to collect, analyze, and report data on the Corporate Pro Bono Challenge[®] initiative, Law Firm Pro Bono Challenge[®] initiative, and biennial Benchmarking Survey on in-house pro bono policies and practices.
- Providing significant logistical support in planning and staffing CPBO-sponsored pro bono clinics virtually and throughout the country.
- Writing, editing, and publishing original Law Firm Project and CPBO materials and content for a variety of publications including the websites, blogs, social media posts, and newsletters.
- Assisting in tracking annual law firm membership recruitment campaign and providing information and benefits to Member law firms.
- Using a content management system to modify, publish, and maintain content (articles, news, event postings, etc.) on the CPBO website and manage some technical aspects for the website.
- Drafting and organizing outreach electronic mailings.
- Providing support to organizational governance by assisting in the planning and coordination of Law Firm Project Advisory Committee and CPBO Advisory Board meetings and conference calls.
- Maintaining Projects' contact lists.
- Providing administrative support, including coordinating conference calls and meetings, and internal and external communication with high-level stakeholders.
- Co-producing (scheduling guests, researching, preparing scripts, editing, drafting social media marketing) the Pro Bono Happy Hour podcast.
- Some travel will be required for events, including the PBI Annual Dinner, national and regional events, and clinics each year.

Qualifications:

- At least one year work experience required (includes work experience as an undergraduate); prior nonprofit, law firm, or legal department experience strongly preferred.
- Highly organized and motivated individual with excellent attention to detail, excellent written and oral communication skills, the ability to manage multiple priorities and work independently and in a team.
- Ability to take appropriate 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, articles, and support documentation.
- Ability to analyze quantitative and qualitative survey data, and present data in graphics.
- Strong computer and internet research skills and knowledge of Microsoft Office suite including Excel, Microsoft Word, Outlook, and Teams.

- Prior experience with Zoom and the Adobe Creative Suite (InDesign, Photoshop, Illustrator, and After Effects) or other graphic design strongly preferred, and comprehension of experience management software (*e.g.*, Qualtrics and Survey Monkey) and HTML and CSS a plus.
- Strong commitment to PBI’s mission and program priorities.
- Bachelor’s degree required in business, legal studies, international relations, political science, or related field.

Currently, PBI staff primarily work remotely.

The Project Assistant will be replacing a current staff member who is attending law school in the fall of 2023. As such, the optimal start date for the new staff member will be between approximately May 15 and June 9 to allow for training through June. The position is open to recent college graduates or those with greater experience.

The Project Assistant is an exempt position. The salary range is \$45,000- 50,000, is commensurate with experience, and includes a generous benefits package. PBI is an equal opportunity employer, and persons of all genders and persons of color are particularly encouraged to apply. To apply for the position, please send by email a cover letter, resume, brief writing sample (no more than 500 words), and list of references to:

Chris Niebling (he/him)
Operations Manager
Pro Bono Institute
1620 I Street, NW
Suite 520
Washington, DC 20006
jobs@probonoinst.org

No phone inquiries, please.