

**D.C. BAR PRO BONO CENTER  
TRAINING & OUTREACH PROGRAM SPECIALIST  
POSITION DESCRIPTION**

The D.C. Bar Pro Bono Center (Center) has an opening for a Training & Outreach Program Specialist (TOPS). The position is responsible for organizing and marketing training programs for non-profit and small business clients of the Center, as well as trainings for volunteer attorneys providing pro bono legal services to Center clients. The position assists with recruitment of volunteers, provides information to D.C. Bar members about pro bono opportunities and assists with special projects. The TOPS reports to an Assistant Director and the Managing Attorney.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plans and manages the Center's training program to include:
  - a. Working with Center attorneys to conduct training needs assessment and overseeing proposed schedule of training sessions.
  - b. Assisting with the recruitment of faculty chairs and with program planning to assure relevance of content to training goals.
  - c. Coordinating the logistics of Center training events.
  - d. Establishing and maintaining relationships with co-sponsoring organizations and conducting outreach to client communities.
  - e. Assuring adherence to Center training guidelines and policies, and advising on the drafting and implementation of such guidelines and policies.
  - f. Providing quality control for course materials.
  - g. Overseeing the training registration desk on specific weekday evenings.
  - h. Ensuring evaluation of each training session.
2. Responds to inquiries from attorneys seeking information on pro bono opportunities.
3. Assists with recruitment of volunteers for the Center by developing plans and making presentations. Designs and implements volunteer recognition activities. Serves as a representative for the Pro Bono Center at public events.
4. Drafts reports, comments, memoranda, agendas, correspondence and marketing and publicity materials. Writes speeches and talking points for Center leadership for various events.
5. Administers the D.C. Bar Pro Bono Partnership (PART).

6. Assists with development of Pro Bono Center budget; develops and administers operating budgets for training program, special projects and committees.

## **OTHER DUTIES AND RESPONSIBILITIES**

1. Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

1. BA/BS degree from an accredited college or university in marketing, communications or a related field with a minimum of 3 years of relevant work experience. Direct experience working in a training coordination or events planning role is preferred. Experience working with volunteers is a plus.
2. Excellent verbal and written communication skills. Previous public speaking experience is a highly desirable.
3. Excellent organizational skills and ability to manage multiple priorities at once.
4. Excellent interpersonal skills and ability to develop good working relationships with volunteer faculty, committee members, volunteers, vendors, clients, public and staff,
5. Ability to adhere to deadlines, work independently and work well with minimal supervision.
6. Proficiency with Microsoft Office 365, specifically Word and Excel.
7. Ability to handle and maintain confidential and sensitive information.

## **ADDITIONAL INFORMATION**

Under the Bar's compensation structure, this position is in the Project Coordination/Outreach Job Family at the Specialist Level. This is an exempt position. Salary is commensurate with experience. The D.C. Bar Pro Bono Center has an excellent benefits package.

This is not an attempt to list all essential functions of this position as it is recognized that job duties may change over time, based on the Center's needs.

The D.C. Bar Pro Bono Center is an Equal Opportunity Employer.

Interested individuals should submit cover letter, resume and salary requirements to the Human Resources Department of the D.C. Bar.

<https://workforcenow.adp.com/jobs/apply/posting.html?client=dcbapl6#>