

Pro Bono Net – Pro Bono and Special Initiatives Coordinator

February 2015

Pro Bono Net, a national nonprofit organization using innovative technology to increase legal assistance for the poor, seeks a highly qualified candidate to join our team as Pro Bono and Special Initiatives Coordinator. This position will spearhead pro bono initiatives, liaise with pro bono counsel at national law firms and support partnerships with nonprofit legal aid organizations building innovative web-based resources to serve pro bono, legal aid and other public interest legal advocates. This full-time position reports to the Program Director and is based in New York City.

Position Responsibilities

New York Program Development and Support

- Lead outreach efforts to law firms, bar associations, courts, law schools and other stakeholders to encourage pro bono involvement, raise awareness of resources to support volunteers, and identify new pro bono support opportunities.
- Spearhead program development of new online practice areas and resources to support private bar and public interest collaboration in New York.
- Manage collaborative projects to promote innovative models of service delivery, including responsibility for relationship management, budgets, and coordinating program development activities.
- Coordinate and support activities of over 10 different pro bono and legal aid partner organizations that manage online substantive law practice areas on probono.net/ny.
- Supervise the day-to-day administration of the NYC Pro Bono Center (www.probono.net/nycprobono), including regular partner meetings, content development strategies, and e-communication vehicles, including a monthly e-newsletter.
- Coordinate strategic rapid-response initiatives, for example on Administrative Relief and disaster legal assistance, as well as infrastructure planning for future rapid-response efforts.
- Work closely with the New York Courts Access to Justice Program and other relevant Court agencies, and participate in relevant New York City and State Bar Association pro bono committees and networks.

Capacity-Building and Program Administration

- Work with partner organizations and other PBN staff to identify and scope improvements and new features on the probono.net platform.
- Interface with other PBN staff to provide technical training and support to project partners using the platform.
- Liaise with other PBN program staff to facilitate awareness and adoption of related technology innovations, including LawHelp Interactive, LawHelp, Citizenshipworks and other virtual assistance platforms under development.
- Contribute to fundraising activities, including grant writing and editing, reporting, and developing outreach materials.

- Maintain reporting systems and explore new ways to capture and communicate the volume and impact of PBN's work.
- Write and edit entries for PBN's blog, and contribute ideas for new features.
- Supervise New York-based Program Associate and periodic interns.
- Participate in community and industry email lists and other social networks.

Qualifications

- JD and 3+ years of legal experience, including pro bono work, required; experience in pro bono program management and/or nonprofit legal organizations strongly preferred and highly valued.
- Web-savvy and fluent in the discussion of web-based tools; demonstrated ability and strong interest in using technology to support innovative approaches to service delivery.
- Demonstrated ability to lead projects, work well with people, and foster and facilitate collaboration among diverse stakeholders.
- Detail oriented and highly organized, with ability to multitask, establish priorities and achieve results.
- Confident and skilled communicator (written and verbal), particularly the ability to make technology understandable to people without a technical background.
- Strong self-motivation and initiative required, with ability to thrive and be resourceful in a dynamic environment with new challenges to solve.
- Ability to work well with others and coordinate team projects involving on-site and remote collaborators.
- Willingness and ability to travel several times a year.

Application Instructions

Email resume, three references, and cover letter to jobs@probono.net with Pro Bono and Special Initiatives Coordinator in the subject heading. No calls or faxes please. Application deadline of February 20, 2015, but applications will be considered on a rolling basis.

Pro Bono Net is an equal opportunity employer and all interested individuals are encouraged to apply. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation.