

Under the leadership and general direction of the Pro Bono Counsel, the **Pro Bono Attorney** will support the development of the firm's pro bono activities and knowledge management, particularly in the areas of racial justice and immigrants' rights. The role will work closely with: the Public Matters Committee Co-Chairs; litigation attorneys at all levels; the Legal Personnel Department (particularly as to staffing and monitoring capacity); Professional Development; the Marketing Department; Events; Conference Services and Information Systems.

Responsibilities:

- In coordination with the leadership and attorneys at every level, as well as the Legal Personnel teams, work closely with firm constituencies to support pro bono work in the areas of racial justice and immigrants' rights—with the goal of furthering the firm's efforts to address systemic threats to the rule of law.
- Work with organizations with which the firm has existing relationships and develop new relationships with grassroots and community-based organizations; explore innovative opportunities for the firm to protect the legal rights of black and brown communities.
- Ensure the proper launch of, and serve as an ongoing resource for, pro bono matters; monitor the status of pro bono matters; maintain a strong knowledge base related to racial justice and immigrants' rights in order to support pro bono teams.
- Work with PD&T department to identify training content priorities that support and advance attorneys' substantive, and work with the Knowledge Management team to ensure that precedents and training materials are comprehensive and up to date.
- Manage transition of pro bono matters of departing attorneys.
- Working with the Communications team, produce drafts regarding pro bono work for internal communications, reports, web content, and other external communications.
- Serve as point person for the execution of pro bono collaborations with a substantial number of in-house counsel, including assisting in the creation of innovative concepts for pro bono projects appropriate for partnership with the firm's clients; liaise with Professional Development; the Marketing Department; Events; and Conference Services to ensure that pro bono events with in-house counsel are successfully executed in terms of both process and substance.

Required Skills:

- J.D. required.
- At least three years of experience in a relevant areas of law, preferably as a practicing attorney in a law firm setting.
- Experience with immigrants' rights and/or racial justice work required; demonstrated commitment to social justice issues.
- Familiarity and relationships with legal services and nonprofit organizations.
- Strong desire to be a team player and work in a collaborative context.
- The ability to work independently to execute complex projects, and the judgment to understand when to involve supervisors.
- Experience working with law firm/in-house pro bono collaborations preferred.

- Excellent communication ability, including writing, editing and presentation skills.
- Understanding of the pressures of working in a corporate environment.
- Ability to work in an environment with shifting priorities to meet time-sensitive deadlines, as well as manage multiple projects simultaneously, including confidential matters.
- Emphasis on execution and achieving measurable results.
- Exceptionally well organized with meticulous attention to detail.
- Excellent interpersonal skills.
- Demonstrated ability to work confidently and collaboratively with individuals at all levels of the organization.
- Resourceful, driven attitude with a genuine desire and energy to use a “whatever it takes” approach to ensure team success.