

**Pro Bono Clearinghouse Program Associate
New York Lawyers for the Public Interest**

New York Lawyers for the Public Interest (NYLPI), a community-driven civil rights organization, seeks a Pro Bono Clearinghouse Program Associate.

NYLPI's Pro Bono Clearinghouse connects innovative and impactful nonprofit organizations with free legal services by drawing on volunteer lawyers from over 100 of New York's most prestigious law firms and corporate law departments. The Pro Bono Clearinghouse is further committed to helping nonprofits thrive by providing resources that help organizations overcome legal obstacles, build capacity and develop stronger and more effective programs. Through educational workshops, trainings for nonprofit leaders, individual counseling and a series of publications, the Clearinghouse is at the forefront of helping nonprofits maximize their performance and their impact on our community.

About the Role

The Program Associate will have the unique opportunity to work directly with startup nonprofits, nonprofit capacity builders, and some of New York City's most prominent law firms. This is a dynamic position combining program management, relationship building, and client service responsibilities with administrative duties. The position will report to the Director and Assistant Director of Pro Bono Programs. Responsibilities include the following:

Program Management

- Strategize, direct, and implement partnership projects with a focus on immigration work
- Conceptualize, plan, and market educational programs for nonprofit leaders with capacity building and law firm partners
- Produce informational guides for nonprofits
- Develop new projects
- Assist with all aspects of the summer externship program
- Supervise Clearinghouse interns in tracking cases and maintaining the database
- Manage social media planning and execution

Relationship Building

- Represent the organization at community functions and other sector events, including as NYLPI's representative on diversity, equity and inclusion working group of capacity building organizations in the sector
- Serve as a media ambassador for press outlets
- Maintain existing relationships and establish new ones with capacity builders and law firms
- Cultivate relationships with partner nonprofits, including attending monthly meetings, convenings and conferences with nonprofit coalitions
- Liaise with NYLPI's communications consultants to manage media relations
- Proactively identify recognition opportunities for partner law firms and pro bono attorneys

Client Services

- Screen and assess the legal needs of startup nonprofits for referral to member firms

- Generate new clients by sharing our services widely and identifying prospective nonprofits
- Organize and attend case placement meetings
- Supervise interns in tracking the status of placed cases and maintaining the database
- Conduct outreach to community groups to advertise the Clearinghouse's services

Administrative Management

- Collect and enter information from client cases and workshops into database
- Utilize WordPress to make updates to Pro Bono Clearinghouse section of NYLPI's website
- General administrative duties

QUALIFICATIONS

Required

- The equivalent of at least two years of full-time work experience, with a preference for significant time in nonprofit, social justice or legal settings
- Commitment to equity and civil rights
- Excellent interpersonal skills and an engaging presence, along with diplomacy and tact
- Strong written skills in various mediums (including editorial and social media) and oral communications skills
- Strong organizational skills, detail oriented and ability to balance short and long-term projects

Preferred

- Experience building and maintaining relationships with a diverse range of stakeholders
- Experience working effectively with people from diverse cultural, social and ethnic backgrounds and ability to drive strong relationships
- Experience working in a high-performing and agile organization with a team-oriented culture
- Knowledge of databases, Microsoft Office/Word, design programs
- Experience with social media platforms

NYLPI offers a salary range in the low 50s, commensurate with experience. NYLPI also provides comprehensive employer-paid benefits, including health insurance, short- and long-term disability and life insurance, an outstanding retirement savings plan, fifteen (15) days of vacation during the first year of employment, and holiday swapping policy to allow for the observation of holidays of your choice. We are currently working remotely due to COVID-19 and provide our employees with the necessary tools and resources to successfully work from home.

Please send applications by **August 28, 2020** to jobs@nylpi.org with the words **“Attention: Clearinghouse Program Associate Position.”** Applications will be considered on a rolling basis, and **must include:**

- (1) Detailed cover letter addressed to Marnie Berk, Director of Pro Bono Programs, explaining your interest, passion, and experience, with a specific answer to the following **required question:** *How have your background or experiences, professional or otherwise, prepared you to contribute to our commitment to cultural competency and diversity, equity, and inclusion?* Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences. Please also reference in your cover letter where you saw this posting.
- (2) Resume
- (3) Writing sample

We strongly encourage candidates fluent in multiple languages and candidates from groups that have historically experienced oppression to apply. We are committed to advancing racial justice and civil rights in our advocacy, and we value the dynamism and perspective that staff diversity, equity, and inclusion bring to the work and culture of our organization. We strive to promote behaviors, attitudes and policies that enable us to work inclusively and effectively in cross-cultural situations with clients, co-workers, and community partners. We actively recruit and seek to grow and maintain a staff that is diverse along many axes, including but not limited to race, ethnicity, and national origin; disability; socioeconomic background; and sexual orientation and gender identity.

About NYLPI

For more than 40 years, NYLPI has been a leading civil rights advocate for New Yorkers marginalized by race, immigration status, poverty, neighborhood pollution, and disabilities. NYLPI pioneered the practice of community lawyering in the five boroughs of New York City. These communities shape our priorities, and their struggles for justice demand innovative solutions. Our interdisciplinary teams of advocates use every tool available – community organizing, impact litigation and individual representation, policy advocacy, media, pro bono partnerships, and public education – to solve seemingly intractable problems, develop leaders, and build collective power to achieve justice. We strive to create equal access to health care, achieve equality of opportunity and self-determination for people with disabilities, ensure immigrant opportunity, strengthen local nonprofits, and secure environmental justice for low-income communities of color. **To learn more about NYLPI, visit www.nylpi.org.**