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## ASSOCIATE PROGRAM COORDINATOR

New York, NY

**Application Deadline: 12/19/2014**

### PRO BONO NET

<http://www.probono.net>

**Date Posted:** 11/21/2014

**Job Type:** NON-LEGAL POSITIONS

**Schedule Type:** Full Time

**Practice Areas:** Community Economic Development, Criminal Law/Death Penalty, Domestic Violence, Family Law, Homelessness/Housing/Landlord-Tenant, Immigration

### Job Description

Pro Bono Net, a national nonprofit organization using innovative technology to increase legal assistance for low-income and vulnerable individuals, seeks a highly qualified candidate to join our team as Associate Program Coordinator. This position will provide project and technical support to a portfolio of nonprofit legal aid organizations building web-based resources and tools to serve clients, lawyers, and pro bono volunteers. This is an excellent opportunity for candidates interested in supporting and growing innovative projects that enable legal advocates to make a stronger impact, increase volunteer participation, and empower the public with resources and self-help tools to improve their lives.

The Associate Program Coordinator will be based in Pro Bono Net's New York City office and report to the Program and Special Initiatives Manager.

## Responsibilities

- Coordinate and support the development of online practice areas on the probono.net platform dedicated to legal aid and pro bono efforts, in partnership with leading legal services providers, law firms, and others.
- Conduct outreach to various constituencies in the legal community to increase awareness and adoption of Pro Bono Net tools and resources.
- Liaise with national, regional and local stakeholders to understand common issues, share new developments and features, and identify and cultivate project expansion opportunities.
- Coordinate e-communication vehicles, including regular newsletters, content and software support updates, and social media presence.
- Assist with the development of new project/product proposals including competitor research, wireframe design, feature suggestions, and other support as needed.
- Work as part of program team to provide technical training and support to new and existing web-based projects.
- Assist in management of Pro Bono Net support account, responding to partner and member questions, helping users troubleshoot their issues.
- Participate in program funding activities, including analyzing data and assisting with grant reporting.
- Assist Program and Special Initiatives Manager with related tasks and projects as needed.
- Represent organization at meetings and conferences as needed.

## Qualifications

- B.A. degree required, advanced degree preferred.

- Minimum of two years experience in a related field, for example in the nonprofit sector, public interest law or community technology.
- Demonstrated experience managing projects.
- Breadth of knowledge of and interest in web-based tools such as HTML, content management systems, multimedia production, mobile innovations and social media recommended.
- Excellent communication and writing skills, particularly the ability to make technology understandable to people without technical skills.
- Strong self-motivation and initiative required, with ability to thrive and be resourceful in a fast-paced environment with new challenges to solve.
- Ability to work well with others and coordinate team projects involving on-site and remote collaborators.

## Salary

This is a full time position with excellent benefits, including 4 weeks paid vacation.

## Application Instructions:

Email resume, cover letter and three references to jobs@probono.net with **Associate Program Coordinator** in the subject line. Applications will be considered on a rolling basis, with a deadline of **December 19, 2014**. No calls please. Only those offered interviews will be contacted.

*Pro Bono Net is an equal opportunity employer and encourages candidates of all racial, ethnic and religious backgrounds 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.*

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