



**Title:** Staff Attorney/Pro Bono Manager

**Description:**

Pro Bono Partnership of Atlanta (PBPA), a nonprofit organization that provides free transactional legal assistance to nonprofit organizations serving metropolitan Atlanta's low-income and disadvantaged communities, seeks a Staff Attorney/Pro Bono Manager. This position offers a unique opportunity to provide direct legal services and guidance to nonprofit organizations, to serve as a resource to the Partnership's volunteer attorneys and nonprofit clients, and to recruit pro bono volunteers. This individual will work closely with the Partnership's five attorneys, including the Executive Director. Other responsibilities include but are not limited to:

- Act as outside legal counsel to nonprofit clients
- Support volunteer attorneys and participate in their initial call with a nonprofit client
- Recruit volunteer attorneys, including in-house attorneys, for pro bono projects
- Match volunteer attorneys with pro bono projects
- Manage special projects to engage volunteers
- Support PBPA's Black-led Nonprofit Legal Bootcamp program
- Serve as a liaison with PBPA young professionals' committee (SpringBoard) and Attorney Recruitment Committee
- Manage PBPA's bank of form legal documents
- Support Executive Director in other duties as assigned

**Additional Qualifications:**

Qualifications for this position include five to ten years' experience practicing transactional law at a law firm or legal department. Experience representing nonprofits is a major advantage. Enthusiasm and the capability to promote pro bono work are required. The successful candidate must be a member of the Georgia Bar.

**Other information:**

Salary is competitive for a nonprofit and will be based on experience and number of hours (20 to 40 hours weekly, as agreed to by PBPA and candidate). Work will be primarily from home but candidate must be available to attend weekly staff meetings and other occasional meetings. For more information about Pro Bono Partnership of Atlanta, please visit [www.pbpatl.org](http://www.pbpatl.org).

**How to Apply:**

To apply for this position, please email a cover letter and resume to [jobs@pbpatl.org](mailto:jobs@pbpatl.org).