



Pro Bono Partnership of Atlanta Part-Time Paralegal Position

Pro Bono Partnership of Atlanta (PBPA) seeks a part-time paralegal to assist the organization with its mission of connecting transactional attorneys with nonprofits in need of free legal assistance. More information about Pro Bono Partnership of Atlanta can be found at www.pbpatl.org.

Paralegal will work 20-25 hours each week primarily from home and will work closely with two attorneys and two administrative staff at PBPA.

Job duties include:

- Conduct follow up with clients and volunteer attorneys regarding outstanding legal projects.
- Coordinate logistics, marketing and registration for monthly legal workshops and webcasts.
- Produce monthly e-newsletters and manage the email distribution of volunteer opportunities to attorneys.
- Assist with planning and logistics for quarterly Nonprofit Legal Check Up program.
- Coordinate responses to legal questions from clients.
- Assist volunteer attorneys by providing forms as needed.
- Create reports using matter management database.
- Assist in planning annual volunteer and donor appreciation reception.
- Write recommendations and nominations.
- Reach out to potential volunteers for matters.

Candidate Requirements:

- Minimum of three years' experience at a law firm or corporate legal department and a bachelor's degree.
- Excellent organizational skills, outstanding written and verbal communication skills, strong attention to detail and ability to work independently.
- Advanced computer skills including Microsoft Office Suite.
- Computer, phone and high-speed internet access at home with ability to access web-based email and databases.
- Experience working from home and familiarity with nonprofits are preferred.

Salary: \$23,000 - \$30,000 depending on experience.

To apply: Send cover letter, resume and references to: jobs@pbpatl.org

No telephone calls please.