



**Part-Time Staff Attorney
Pro Bono Partnership of Ohio**

Powered by attorney volunteers, Pro Bono Partnership of Ohio (PBPO) strengthens our community by providing free business legal services and education to nonprofits. More information about PBPO can be found at www.pbpo.org.

PBPO is seeking a part-time staff attorney (approx. 20-25 hours/week) to work from home.

This position offers a unique opportunity to serve as a resource to PBPO's nonprofit clients and attorney volunteers, including issue-spotting and case management.

This individual will work under the supervision of PBPO's Executive Director and Director of Education.

Other responsibilities include but are not limited to:

- Supporting attorney volunteers and participating in their initial call with a nonprofit client and working within PBPO's database to manage legal projects and ensure a quality experience for volunteers and clients;
- Recruiting attorney volunteers from in-house and private law firms;
- Providing legal counsel to nonprofit clients, including on contracts and corporate issues;
- Creating model documents and legal alerts on topics relevant to the nonprofit sector;
- Designing and teaching workshops and coordinating webinars on legal issues for clients and attorneys;
- Handling questions from attorney volunteers and nonprofit clients;
- Managing PBPO's bank of form legal documents; and
- Working closely and collaborating with other members of PBPO's team.

Candidate requirements:

- A minimum of 5 years legal experience practicing corporate or contracts law with preference given to candidates with corporate law firm experience. Experience representing nonprofits is a major advantage.
- Comfort with technology and the ability to quickly learn our CRM database (Salesforce).
- The ability to work independently, follow through effectively on projects, and maintain accuracy under pressure.
- Detail-oriented with excellent verbal and written communication skills.
- Enthusiasm and the capability to promote pro bono work by the corporate and private bar.
- The successful candidate must also be a member of the Ohio bar.

Salary range in the mid to high 30s depending on experience. Benefits include PTO and 401(k) plan. Work will be primarily from home with flexible hours but must be available to attend weekly staff meetings, PBPO seminars, and other occasional meetings.

How to Apply: To apply for this position, please email a cover letter and resume to info@pbpo.org.

Pro Bono Partnership of Ohio is an equal opportunity employer.