



Part-Time Program & Communications Associate (15 hours/week)

About Us: 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 pbpohio.org.

The Program & Communications Associate will play a critical role in supporting the successful implementation of PBPO's programs, initiatives, and external communications. They will provide administrative and operational support to the Manager of Program Operations and are expected to work 12-15 hours/week Monday-Thursday. This role will be a hybrid position with at least one part-time day expected in our downtown Cincinnati office.

Key Duties include:

1. Communications

- Draft quarterly e-newsletters, marketing for nonprofit educational electronic mailings, and other external communications.
- Create digital content for PBPO's social media (written & visual) and website.
- Manage mass email communications.

2. Technology & Database Administration

- Assist in the management and maintenance of PBPO's CRM Salesforce database, including generating reports, ensuring data integrity, data quality monitoring, and database optimization.
- Update and maintain accurate contact records and mailing lists across multiple platforms. Assist with identifying and resolving technology issues with email communications to major stakeholders.
- Assist in data collection and entry, tracking, and reporting program outcomes.

3. Program Administration

- Assist in the planning, marketing, and execution of program activities and events.
- Host PBPO-sponsored webinars using Zoom.
- Update PBPO's website with PBPO's publications, events, resources, and data.
- Support fundraising or outreach efforts related to program activities, and general development administrative support as needed.
- Provide general administrative support, including answering PBPO phones and responding to nonprofit inquiries and resource requests.

4. Other duties as assigned

- This job description is not intended to include all responsibilities. As a team-based organization, all staff are expected to contribute to the mission and vision of PBPO.

Required Experience and Skills:

- Excellent written communication skills; marketing experience is a plus
- Strong technology skills, including prior experience with data entry and generating reports; Salesforce experience is a plus; ability to learn new platforms
- Proficiency in Microsoft Office Suite (Excel and Word)



- Experience with drafting social media and digital content
- Ability to work independently and collaboratively in a team environment with strong time management skills and attention to detail

Salary: \$24-27/hour DOE. Starting benefits include a 401(k) plan (with a 4% match after 1 year with minimum required hours), flexible schedule, and potential for hybrid/remote work with a minimum expectation of one day/week (Tuesday or Thursday) in our downtown Cincinnati office. Plus, a fun and supportive team!

Application Guidelines: Interested candidates should submit a cover letter and resume as a single PDF file (file name:FirstName_LastName.pdf) in confidence to info@pbpohio.org. In your cover letter, please indicate how you heard about this opportunity.

Pro Bono Partnership of Ohio is an equal opportunity employer