



**Pro Bono Partnership of Ohio**  
**Staff Attorney**  
(25 hours/week)

Pro Bono Partnership of Ohio (“PBPO”) is seeking a part-time attorney (25 hours/week). This job may be performed either from home or out of our downtown Dayton office with in-person bi-weekly team meetings in our downtown Cincinnati office and occasional travel to Dayton.

This position offers a unique opportunity to serve as a resource to PBPO’s 450+ nonprofit clients and 1400+ attorney volunteers, including issue-spotting and case management.

This individual will work under the supervision of PBPO’s CEO 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 to ensure a quality experience for volunteers and clients;
- Expanding our volunteer base by recruiting attorneys from in-house and private law firms and increasing volunteer engagement;
- Providing legal counsel to nonprofit clients;
- 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; and
- Working closely and collaborating with other members of PBPO’s team.

**Candidate Requirements:**

- A member of the Ohio bar with a minimum of 5 years’ legal experience with preference given to candidates with corporate or employment law experience;
- Highly proficient with technology and the ability to quickly learn our CRM database (Salesforce);
- Ability to prioritize tasks, follow established procedures, meet deadlines, and succeed in a fast-paced, dynamic environment; and
- Excellent verbal and written communication skills and attention to detail.

Salary: \$65,000-\$70,000 D.O.E. for 25 hours/week. Starting benefits include generous PTO, a 401(k) plan (with a 4% match after 1 year with minimum required hours), and flexible schedule. Plus, a fun and supportive team!

*Pro Bono Partnership of Ohio is an equal opportunity employer.*

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

**About Us:** Pro Bono Partnership of Ohio (PBPO) is dedicated to strengthening one of our region’s most important resources: our nonprofits. When business legal needs arise for nonprofits, the cost of legal services can be prohibitive. This can expose nonprofits to risk and ramifications that may keep them from achieving their missions. In partnership with 1,400+ attorney volunteers, PBPO strengthens our community by providing free business legal services and education to nonprofits. More information about PBPO can be found at [pbpohio.org](http://pbpohio.org).