

LEX MUNDI

PRO BONO FOUNDATION

Program Associate Position Washington, DC

About the Lex Mundi Pro Bono Foundation

The Lex Mundi Pro Bono Foundation (“Foundation”) was founded in 2006 and utilizes the Lex Mundi global network of law firms (160 firms in 100 countries with 500 offices and 22,000 lawyers) to provide high quality pro bono legal services to innovative social entrepreneurs around world. The Foundation is unique. No other organization is dedicated to delivering valuable free legal services to the world’s leading social entrepreneurs to help them build their organizational capacity and achieve greater success in enabling social change.

The Foundation’s success to date has exceeded expectations with Lex Mundi member law firms providing millions of dollars in pro bono services on over 550 projects for over 250 social entrepreneurs in 45 countries and 35 US States.

The Foundation is planning to expand on this success and serve an even broader section of the social sector by developing and launching an innovative new website, LawForChange™, that will provide critical legal resources for all organizations in the United States looking to engage in social change and innovation. The LawForChange™ website will launch in April 2010.

More information about the Foundation can be found at www.lexmundiprobono.org.

Position Qualifications

- Bachelors degree; strong academic record.
- Superior communication skills (oral and written).
- Excellent computer skills, including word processing, spreadsheet, web, and database applications. Web 2.0 skills a plus.
- Strong organizational skills and attention to detail.
- Demonstrated ability to work independently and take initiative; highly motivated self-starter.
- Ability to work with a broad and diverse constituency of lawyers and social entrepreneurs from around the world.
- Demonstrable interest in, and passion for, social entrepreneurship a plus.
- Bilingual a plus.

Description of Responsibilities

- Manage LawForChange™ Website:
 - Monitor site activity daily – review blog postings, discussion boards.
 - Attend conferences to promote site use among social entrepreneurs.
 - Author occasional blog postings.
 - Develop and maintain monthly activity report detailing use of website.
 - Help keep site content updated (develop schedule of firm updates; maintain templates).
 - Help update and upload new/updated content materials.
 - Review and proof all content for consistency and completeness.
 - Screen and respond to any questions from users regarding security, technical problems, content, etc.

- Help promote and drive traffic to the site.
- General Foundation Administration
 - Schedule weekly status call; update and maintain weekly agenda.
 - Maintain Foundation's master calendar of events / activities.
 - Maintain Foundation's database of contacts.
 - Help keep Foundation's website updated.
 - Maintain Foundation's Case Management System (CMS).
 - Monitor media for relevant news items, etc. in the social entrepreneurship and pro bono legal spaces.
 - General support of Foundation's Managing Director and Associate Director.
- Support "matches" between law firms and social entrepreneurs, including:
 - Update information in CMS.
 - Regularly survey lawyers and social entrepreneur clients.
 - Identify any success stories/issues; draft success story marketing pieces.
 - Track and determine value of pro bono services provided to social entrepreneurs (hours and value provided).
 - Maintain files and waiver letters related to matches.
- Tracking Success Metrics
 - Work with Foundation staff to develop metric reports for stakeholders.
 - Track metrics for compliance reporting for funders.
 - Track metrics for compliance reporting for Board.
- Fundraising and Sustainability
 - Support Foundation's Managing Director and Associate Director with fundraising grant proposals.
- Develop Social Entrepreneur Outreach Pilot Projects
 - Work with Foundation staff to determine ways that the Foundation can better identify the legal needs of social entrepreneurs around the world. Design and develop new outreach delivery mechanisms - surveys, checklists, email communications, webinars, video, etc.

Compensation / Benefits

This is a full-time position starting mid-May 2010. The Lex Mundi Pro Bono Foundation offers competitive compensation commensurate with experience and health insurance coverage.

Location

Washington, DC

To Apply

Please send cover letter, resume, salary expectations and brief writing sample to jprue@lexmundiprobono.org. Only short-listed candidates will be contacted. Please no calls.

Thank you for your interest in this position and the Lex Mundi Pro Bono Foundation.