



Pro Bono Partnership of Atlanta Part-Time Program Manager

Pro Bono Partnership of Atlanta (PBPA) seeks a part-time program manager 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.

The program manager will work 20 hours each week primarily from home and will work closely with three attorneys and three administrative staff at PBPA.

Job duties include:

- Conduct follow up with nonprofit clients and volunteer attorneys regarding outstanding legal projects.
- Add updates to and close out matters in database.
- Assist with planning and logistics for Nonprofit Legal Check Up program.
- Assist with planning and logistics for Day of Service events.

Candidate Requirements:

- Minimum of three years' work experience, preferably at a nonprofit, 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.
- Must be available to work during normal business hours, to attend weekly staff meetings, and to attend other meetings and events (about 12 a year), primarily in midtown Atlanta.
- 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 preferred.

Salary: \$22,000

To apply: Send cover letter and resume to: jobs@pbpatl.org No telephone calls please.