

Deputy Pro Bono Director
Full-time hybrid staff position

Pro Bono Network (PBN) is a nonprofit agency located in Oak Park, Illinois, whose mission is to empower volunteer attorneys to meet the unserved legal needs of low-income people. We work with legal aid agencies throughout Cook and DuPage counties, structuring projects to match the needs of our volunteers. Our projects and more information on PBN can be found at www.pro-bono-network.org. We have a flexible, collaborative and supportive work environment, and PBN is committed to attracting and retaining a diverse staff and encourages people of color, individuals who identify on the LGBTQIA+ spectrum, and people with disabilities to apply.

This is a 40 hour per week full-time hybrid position with an ideal start date of September 9, 2024. The annual salary will be \$45,000-\$55,000. Benefits include health insurance, PTO and access to an optional retirement plan. The position will be hybrid, requiring a minimum of two days in the office per week. Occasional evening and weekend hours will also be required.

Position Overview: The Deputy Pro Bono Director will play a pivotal role in fulfilling PBN's mission by overseeing the recruitment, management, recognition and retention of attorney volunteers, as well as working with the Pro Bono Director to create and manage volunteer projects. The ideal candidate is an attorney or paralegal who is passionate about public service, possesses excellent organizational skills, and has a strong ability to build and maintain relationships. A background in law will enable this staff member to have general knowledge of pro bono activities and work as a project manager as necessary.

Key Responsibilities

- **Volunteer Recruitment and Outreach**
 - Develop and implement an annual pro bono outreach plan, with thoughtful strategies and compelling messages, including a plan to increase the pool of diverse attorneys.
 - Create and distribute promotional materials to attract potential volunteers, both in person and on digital platforms.
 - Attend and present at legal community events, law firms, bar associations, pro bono recruitment fairs and other places to promote PBN's mission and volunteer opportunities.
 - Communicate with potential and new volunteers, managing all on-ramping responsibilities.
 - Develop resource materials and toolkits for new volunteers.
- **Volunteer Retention and Recognition**
 - Develop and implement a retention and recognition plan.
 - Organize and manage regular outreach with current volunteers.
 - Organize periodic volunteer recognition and social events.
- **Volunteer Coordination and Management:**
 - Match volunteers with appropriate pro bono opportunities based on their skills, interests, and availability.
 - Maintain an up-to-date database of volunteers and track their participation and feedback.

- Provide ongoing support and supervision to volunteers, addressing any questions or concerns promptly.
- **Program Support and Guidance:**
 - Serve as the secondary liaison between Pro Bono Network and our partner agencies and participate in community events on the westside of Chicago and other targeted communities as appropriate.
 - Provide project management for a limited number of volunteer projects as needed.
- **Volunteer Program Evaluation and Improvement:**
 - Collect and analyze data on volunteer participation and program impact, and manage annual volunteer surveys.
 - Assist in all necessary reporting for grants and other financial needs
 - Identify areas for program improvement and implement changes to enhance the volunteer experience and program effectiveness.
- **Administrative Duties:**
 - Manage volunteer communications, including newsletters, emails, and social media updates.
 - Assist in maintaining the volunteer management system, Better Impact.
 - Perform other duties as assigned by the Pro Bono Director.
 - Work collaboratively across the organization and attend weekly staff meetings and weekly meetings with the Pro Bono Director.

Qualifications:

- Law/Paralegal degree or equivalent experience required.
- Preference for candidates with a minimum of 3 years of nonprofit work experience.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Passion for social justice and commitment to the mission of Pro Bono Network.
- Experience in the legal aid sector is highly desirable.

Supervision:

The Deputy Pro Bono Director will report directly to the Pro Bono Director.

Application Process: Please email resume and cover letter with the subject “Application: PBN Deputy Pro Bono Director” to info@pro-bono-network.org. Applications will be accepted until the position is filled, with priority given to applications received by August 18, 2024.

By joining Pro Bono Network, you will be part of a dedicated team working to make legal assistance accessible to all. If you are passionate about volunteerism and social justice, we encourage you to apply for this rewarding position.