



Atlanta's John Marshall Law School is looking for a motivated individual to fill the full-time, non-exempt position of Pro Bono Program Coordinator. The Pro Bono Program Coordinator will be responsible for facilitating the Pro Bono programs and service projects for the Law School by working closely with the Executive Director, faculty, staff, and community organizations to connect qualified students to pro bono programs. The position requires the ability to maintain confidentiality, understand legal issues, and demonstrate good judgment in handling employer and student information.

### **Ideal Experience and Qualifications**

The ideal candidate will have a minimum of a Bachelor's degree; with 1-2 years' experience in Career Services or program management; minimum of one year experience in an academic or administrative support position; and proficiency with MS Office, Web based software applications, and data management systems.

The Pro Bono Program Coordinator will be responsible for, but not limited to following:

- Serving in a support capacity working alongside the Executive Director of Career Services to develop and create programming, community partnerships and pro bono programs and community referral requests
- Advertising and facilitating assessment process for pro bono opportunities
- Hosting student and community programming related to pro bono activities
- Assisting with the tracking of pro bono using the 12-Twenty platform
- Collaborating with students, faculty and staff to promote and enhance Pro Bono awards and law school participation in community pro bono programs
- Creating and distributing marketing and promotional materials for the department including, Home For Good Guides, and Know Your Rights Cards
- Designing and creating site maps for the pro bono webpages, creates and updates content on pro bono webpages, update information on website.
- Coordinating and assisting the Executive Director with creation and implementation of new pro bono opportunities
- Collaborating with student organizations to promote pro bono and service learning experiences
- Responsible for departmental correspondence, to include, responding to emails, phone calls, and in person visits from students.

Atlanta's John Marshall Law School values a diverse workforce and inclusive culture. We are committed to equal opportunity without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. We encourage applications from all qualified individuals. Applicants with disabilities who may need accommodations in the application process are to contact Ms. Davenport.

All interested candidates may submit a current professional resume and the names of three references, to:

Cynthia Davenport  
Director of Human Resources  
Atlanta's John Marshall Law School  
245 Peachtree Center Ave., NE, Suite 1900  
Atlanta, Georgia 30303  
[cdavenport@johnmarshall.edu](mailto:cdavenport@johnmarshall.edu)

NO PHONE CALLS PLEASE