

Catholic University of America
Columbus School of Law

Pro Bono Coordinator -- Law School (Req# 100579)

Essential Duties: Manage the Columbus School of Law's student/alumni pro bono program. Responsibilities include: creating and maintaining databases of pro bono legal service and community service opportunities; conducting outreach with public interest organizations, government agencies, faculty, and alumni to solicit a wide range of pro bono legal service and community service opportunities varying by time, subject matter, commitment level, and time of day; tracking student participation in pro bono activities; counseling students/alumni regarding pro bono and community services placements. Organize and manage first year community service project. Counsel students regarding public interest employment opportunities. Assist students in preparing fellowship applications. Attend pro bono/public interest events as representative of the Columbus School of Law. Perform other duties as assigned.

Qualifications: J.D. required. Two to three years of practical legal experience preferably for a public interest employer; previous career advising experience a plus. Ability to work independently and as part of a team. Strong organizational and communication skills. Ability to work under pressure in extremely busy environment. Knowledge of job search strategies related to public interest critical. Ability to maintain confidentiality a must. Interested candidates, please forward a cover letter, resume, and salary requirements to: koker@cua.edu.