

Pro Bono Attorney

Summary: Covington & Burling LLP is seeking an attorney to support the management of the Firm's Pro Bono Program. This is a non-practicing full-time position resident in the Firm's Washington DC office.

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Qualifications:

- JD Required.
- At least five years of experience in a legal setting. Experience in pro bono management and/or nonprofit/corporate advisory work preferred but not required.
- Active D.C. Bar membership (or eligibility for admission by waiver)
- Familiarity and relationships with legal services and public interest organizations.
- Demonstrated commitment to social and economic justice.
- Strong organizational skills and attention to detail.
- Excellent written and oral communication, and interpersonal skills.
- Strong Microsoft Excel skills, including database management and analysis, and Outlook mail merge.
- Ability to adapt to change and balance competing demands.
- Strong desire to be a team player and work in a collaborative context.

Duties and Responsibilities:

- Work alongside the Firm's Pro Bono Counsel, Public Service Committee members, a team of Pro Bono Attorneys, and an administrative coordinator to meet pro bono objectives: including maintaining high levels of attorney participation and maximizing the program's benefits to pro bono clients and the Firm.
- Source pro bono matters responsive to the legal needs of underserved communities and interests of individual attorneys.
- Interface with and respond to legal services providers referring pro bono matters, and individuals contacting the Firm for pro bono assistance.
- Develop and maintain close relationships with the community of legal services providers referring matters to the Firm.
- Ensure that new pro bono matters are evaluated, screened for conflicts of interest, staffed with appropriate teams, and approved for representation.
- Meet with Firm attorneys to understand and track their areas of pro bono interest in order to more effectively match pro bono opportunities.
- Serve as an information source for attorneys handling pro bono matters.
- Prepare and analyze reports on pro bono metrics and trends, and assist in responding to requests for pro bono information from internal and external stakeholders.
- Coordinate pro bono partnerships with Firm fee-generating clients, under direction of Pro Bono Counsel and relevant relationship partners.
- Maintain internal workflow systems and pro bono portal, including detailed and accurate records of the Firm's pro bono representations, attorney profiles, and knowledge management resources.
- Manage transition of pro bono matters of departing attorneys in DC.

Duties and Responsibilities (continued):

- Organize pro bono trainings and other events related to the Firm's pro bono program.
- Facilitate development of internal and external pro bono communications, liaising with the Firm's Marketing team.
- Perform other duties as assigned.

Salary: Please include salary expectations in your application for the position.

Deadline: Until Filled.

Status: Exempt

Reports To: Pro Bono Counsel

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