

**Legal Extern, NPSB
Position Description**

Department: Pro Bono Center

Division: Pro Bono Center

Reports to: Managing Attorney, NPSB Legal Assistance Program

Management Role: Yes No

Status: Full-time Part-time Temporary

For HR Use Only:

Position No.: PBC0028

Salary Grade: N/A

FLSA: Non-Exempt Exempt

The D.C. Bar Pro Bono Center, an independent nonprofit organization, seeks a law student interested in serving non-profits and small businesses through a legal externship. The Pro Bono Center transforms lives by providing free legal assistance to individuals, nonprofit organizations, and small businesses through volunteer lawyers. Established in 1978, the Pro Bono Center has become the largest provider of pro bono legal help in the District of Columbia.

The Center serves more than 20,000 individuals, nonprofits, and small businesses each year. With the support of our donors and more than 1,500 dedicated attorney volunteers, we operate award-winning legal clinics, projects, and resource centers where and when the community most needs our help.

The legal extern must be enrolled in a for-credit externship program. There is a minimum requirement of 15 hours of work per week over at least 11 weeks. This is an unpaid position. The Pro Bono Center will review and sign contracts necessary for course credit.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Interviews non-profit and small business prospective clients and assists in the screening of cases before the cases are placed with pro bono attorneys.
- Interviews non-profits and small businesses for brief advice legal services.
- Provides legal research and writing assignments as needed.
- Coordinates arrangements and logistics for clinics.
- Assists with client follow-up after clinics or placements.
- Assists with updating online pro bono materials in various substantive law areas.
- Drafts forms, materials, reports, correspondence, notices and other documents.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Current law student in good standing.
- Record of academic and/or professional accomplishment.
- Experience with legal writing and analytical skills.
- Must be able to interact with individuals with diverse backgrounds, including people of limited means, with

patience and compassion.

- Demonstrated commitment to valuing diversity and contributing to an inclusive working environment.
- Excellent oral and written communication skills.
- Must be detail oriented and deadline driven. Able to multi-task and work in a fast-paced environment.
- Excellent interpersonal and customer service skills. Must work well in a team environment and be able to interact, including in-person, with Bar members, volunteers, vendors, the public and Pro Bono Center and Bar employees.
- Must work well under pressure, possess excellent organizational abilities, and able to manage several priorities in a day.
- Must be adaptable, creative, and self-motivated.
- Ability to handle and maintain the confidentiality of highly sensitive information.

This position is currently a hybrid position, with days worked in the office and days worked remotely. The hybrid status of this position may change at any time subject to the Pro Bono Center's discretion.

This is not an attempt to list all essential functions of this position. Job duties may change over time based on Pro Bono Center needs.

The D.C. Bar Pro Bono Center is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, veteran status, disability status, or any other applicable characteristics protected by law.

The D.C. Bar Pro Bono Center is committed to providing qualified individuals with reasonable accommodations to perform the essential functions of their jobs, pursuant to applicable law. If you require reasonable accommodation as part of the application process, please contact Human Resources.

As part of the accommodation process, we will conduct an individualized interactive process and may ask you for additional information. Any final hiring decisions or start dates may be delayed while the accommodation review process is ongoing if the individual cannot begin work without the requested accommodation.