



## **Job Announcement Program Assistant**

### **About Us**

Founded in 1969, Lawyers Alliance for New York ([www.lawyersalliance.org](http://www.lawyersalliance.org)) is the leading provider of business and transactional legal services for nonprofits and social enterprises that are improving the quality of life in New York City neighborhoods. The organizations served provide housing and shelter, stimulate economic opportunity, improve urban health and education, promote community arts, and operate and advocate for vital programs that benefit low-income New Yorkers of all ages. Each year, our staff, joined by 2,200 volunteer attorneys from a network of 140 law firms and corporations will assist hundreds of organizations. The result is stronger nonprofit programs, finances, and operations.

### **Position and Primary Responsibilities**

We seek a highly organized and motivated Program Assistant to help Lawyers Alliance expand client and pro bono services and support attorneys and other program staff in our educational efforts and programs. Major responsibilities include:

- Conduct research about current and prospective clients, and work with staff attorneys on client outreach to help expand the number of nonprofits served and the quantity and quality of services.
- Coordinate the development, delivery, promotion, and evaluation of clinics and trainings on legal topics, including online and digitalized trainings for nonprofits and pro bono attorneys.
- Provide program and logistical support for case closing and post-closing surveys of clients and volunteers to measure progress and pursue follow-up opportunities.
- Help coordinate special initiatives to reinforce Lawyers Alliance's role as a business law pro bono leader.
- Measure website usage related to legal alerts and other information accessed by users.
- Work with colleagues to administer and track inquiries to our information hotline regarding nonprofit law and legal issues.
- Update and use a relational database that tracks clients, volunteers, donors, alumni, and event information, and generate related database reports for various aspects of Lawyers Alliance's work.
- Work with and support management, attorneys, and other staff on additional duties as requested.

### **Experience and Attributes**

- Bachelor's degree or equivalent.
- Two or more years of relevant post-college work experience.
- Able to tackle multiple planning, organizational, and analytical tasks in a timely, careful manner.
- Excellent digital, database, written and oral communication, and interpersonal skills.
- Interest in and enthusiasm for the nonprofit sector and for New York City's neighborhoods.

### **Compensation**

This position offers competitive compensation and strong benefits. Anticipated annual salary range is \$50,000 to \$58,000 depending on experience.

### **Next Steps**

If you want to join knowledgeable and passionate colleagues who enjoy making a difference, consider applying now.

Interested applicants should send a resume and cover letter to [PA2024@lawyersalliance.org](mailto:PA2024@lawyersalliance.org) as soon as possible. Provide a brief explanation in your cover letter of what interests you in this position at this time and how your interest or experience relates to Lawyers Alliance's work.

Applications will be reviewed on a rolling basis and the position will begin once filled.

Lawyers Alliance for New York is committed to providing a diverse and inclusive environment and is an Equal Opportunity Employer.