



Job Announcement Program Assistant

About Us

Founded in 1969, Lawyers Alliance for New York (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. We help nonprofits engaged in economic opportunity, education, housing, community arts, urban health, advocacy, and other vital human services. With a talented staff of 24 and 2,000 legal volunteers from law firms and corporations, Lawyers Alliance assists more than 1,000 organizations each year.

Position and Primary Responsibilities

We seek a highly organized and motivated Program Assistant to help Lawyers Alliance expand client and pro bono services and coordinate our educational efforts. 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.
- Support client outreach and programs to help nonprofits successfully navigate the next phase of pandemic recovery and economic renewal.
- Manage the development, delivery, promotion, and evaluation of clinics and trainings on legal topics, including more 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.
- Develop with colleagues, edit, and distribute timely legal alerts and publications, and measure website usage related to this and other information and recommend improvements.
- Work with colleagues to administer an effective Resource Call Hotline, whereby staff attorneys answer inquiries and provide information about nonprofit law and nonprofit legal issues.
- Update and use a relational database that tracks clients, volunteers, donors, alumni, and event information, and generate related database reports to improve programming.
- Work with and support management, attorneys, and other staff on additional duties as assigned.

Experience and Attributes

- Bachelor's degree or equivalent; and two to four years of relevant post-college work experience in a fast-paced environment.
- 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 New York's nonprofit sector.

Compensation and Next Steps

Anticipated salary is approximately \$55,000/year, depending on experience. Interested applicants should submit a cover letter and resume to PA2021@lawyersalliance.org. Please include a brief explanation of why you are interested in this position at this at this time.

If you want to join knowledgeable and passionate colleagues who enjoy making a difference, consider applying now. Lawyers Alliance is committed to providing a diverse and inclusive environment and is an Equal Opportunity Employer.