Pro Bono Assistant – Intake & Compliance

PeopleSoft Job Code / Title:	7154 / HC&T Assistant
Department / Subdepartment:	Human Capital & Talent / Global Citizenship & Community Engagement / Pro Bono
Organizational Relationship:	Reports to Level 3 or above
FLSA Status:	Non-Exempt
UCM Level:	Level 1
Last Updated:	October 23, 2026

Department / Subdepartment Overview

Human Capital & Talent is a global platform in support of the lawyers' and business services professionals' experience and skills. Our human capital function invests in the recruiting, training, development, and benefits of the lawyers and business services professionals.

Global Citizenship & Community Engagement strategically aligns our pro bono, inclusion, opportunity & community, sustainability, and community engagement efforts in ways that advance the firm's objectives, amplify our impact, strengthen our culture, and draw on the power of community.

Role Overview

The Pro Bono Assistant – Intake & Compliance supports the firm's pro bono program as part of the Global Citizenship & Community Engagement department. The assistant plays a key role in new matter intake and compliance, and assist with a range of responsibilities associated with the management of the pro bono program.

Essential Duties and Key Responsibilities

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

1. Serves as a key administrative resource on the firm's pro bono intake policies and procedures to facilitate pro bono matter onboarding and approval
2. Accurately records pro bono matter information in Intapp Open and follows up with a variety of stakeholders to ensure pro bono matters are approved promptly and consistently with firm policies
3. Liaises with the firm's billing and new business intake staff to update or correct Intapp records and substitute attorneys after departures, supports the collection of engagement and closure letters, and develops and implements systems to improve pro bono matter management. Where needed, supports the firm's Know Your Customer (KYC) collection processes for client onboarding
4. Supports the Pro Bono Leadership Team by compiling data and statistics around matter intake and compliance, and conducts research into new matters and potential pro bono projects when requested by the Pro Bono Leadership Team
5. Identifies, tracks and elevates significant pro bono matters to support the firm's Pro Bono Leadership Team, internal and external communications, and Global Citizenship initiatives
6. Provides administrative support to certain pro bono events, trainings, and clinics, including tracking RSVPs and arranging conference rooms and catering and sending calendar invitations and announcements

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7. At the request of the Pro Bono Leadership Team, orders and coordinates the shipment and deliveries of pro bono materials and awards to firm offices globally
8. Processes and administers charitable contributions at the request of the Public Service Counsel, and completes tasks associated with external events sponsored by the Pro Bono Committee
9. Produces or revises PowerPoint presentations for the Public Service Counsel in line with firm branding, and reviews and updates internal SharePoint resources at the request of the Pro Bono Leadership Team
10. Completes special projects, as needed
11. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Knowledge and proficiency in MS Office, including excellent PowerPoint, Excel, SharePoint and Copilot skills
- Knowledge and proficiency in Intapp Open, Intapp Terms and Elite 3E.
- Visual design, graphic or web design skills a plus
- Well-developed and professional interpersonal skills; ability to interact and communicate effectively, both orally and in writing, with people at all organizational levels of the firm
- Ability to develop knowledge of internal decision makers, stakeholders, administrators, and other relevant contacts
- Strong organizational skills needed to perform job functions, manage time well, prioritize effectively, and handle multiple deadlines
- Ability to handle repetitive tasks accurately and consistently
- Ability to work in a team environment with a customer-service focus, alongside an ability to work independently on long-term projects
- Ability to handle confidential and sensitive information with the appropriate discretion

Position Specifications

Typical Experience

- Administrative experience in a professional services environment required

Education

- Bachelor's degree or equivalent required

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.

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