

## **Legal Externship Opportunity - Ponder Diversity Group**

Ponder Diversity Group is a boutique firm seeking a mature, hard-working, highly organized self-starter who is capable of working cross-functionally with the firm's leadership, attorneys and other professionals conducting legal and related research, drafting memoranda, and performing other legal, administrative and clerical duties as requested.

To apply please see the listing on [12Twenty](#) or email a cover letter, resume, and unofficial transcript to [aponder@pdg-law.com](mailto:aponder@pdg-law.com) by **Friday August 2nd**.

### **Job description**

The ideal candidate is a mature, hard-working, highly organized self-starter who is capable of working cross-functionally with the firm's leadership, attorneys and other professionals conducting legal and related research, drafting memoranda, and performing other legal, administrative and clerical duties as requested. You will need to have versatility in order to handle and complete ad-hoc projects in a timely manner.

### **Responsibilities**

1. Research relevant case law and statutory precedent
2. Analyze legal documents and briefs, ensuring accurate statement and depiction of facts, case law, and precedent provided. Report inconsistencies or suggested revisions
3. Prepare various types of correspondence with parties of the assigned matter
4. Prepare, file, and delivers a variety of legal documents including affidavits, and petitions
5. Attend and assist with negotiation, mediation, arbitration, and other meetings as required
6. Performs other related and/or administrative duties as assigned
7. Maintains client confidentiality
8. Follows firm guidelines, policies and procedures

### **Qualifications**

1. Bachelor's degree and currently a 2L or 3L student
2. At least a 3.3 GPA
3. Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
4. Fluency in Westlaw
5. Excellent verbal communication skills
6. Excellent writing skills (2 or 3 writing samples required at time of application/25-page limit)
7. Collaborates with colleagues and has strong social skills
8. Self-motivated and able to work effectively individually as well as with leadership team on matters for governmental agencies and major corporations

9. Able to react quickly and thrive in quickly changing environment at start-up law firm (PDG has been in business approximately 5 years as a consulting firm and one year as law firm)
10. Able to manage multiple priorities simultaneously with former BigLaw leadership team
11. Excellent problem-solving ability and ability to think fast on their feet
12. Strong interest in advancing supplier and workplace diversity in the public and private sectors
13. Willing to work in our offices at the Willis Tower (93<sup>rd</sup> Floor)

### **Employment Type**

1. Part-time during the semester (16 hours per week in our offices/business casual dress code)
2. Flexible work schedule (Monday – Friday)
3. No work on weekends required