

Ponder Diversity Group LLC, Fall 2026

Ponder Diversity Group LLC (PDG) is one of the top boutique law firms in Illinois, committed to facilitating inclusive and legally defensible procurement and employment practices nationwide for government agencies, major corporations, and not-for-profit organizations.

The scope of your work for PDG will include, but will not be limited to the following:

- Research relevant case law, statutory precedent, best practices, and industry standards
- Draft and analyze documents including reports, briefs, memos, rules, regulations, policies/procedures, ensuring accurate statement and depiction of facts, case law, precedent provided, analyses, and proposed recommendations
- Prepare various types of correspondence with designated parties of the assigned matter
- Prepare, file, and deliver a variety of legal, governmental, and related documents including memoranda, affidavits, petitions, and proposals
- Assist with preparation of proposals and/or written responses to RFPs and RFIs from government agencies
- Attend and assist with negotiation, mediation, arbitration, and other meetings as required
- Prepare meeting presentations and/or talking points regarding our communications with clients, prospective clients, and other stakeholders
- Performs other related and/or administrative duties as assigned or necessary
- Maintains confidentiality of all business of the firm
- Follows firm guidelines, policies, and procedures at all times

In addition, your scope of your work will include:

- Apply strong critical thinking skills to analyze complex situations
- Conducting due diligence and risk assessments related to prospective legal and/or client matters
- Advising on compliance with relevant laws and regulations in various industries, and compliance with contract terms and conditions
- Participate in professional development activities as requested and provide written summaries of the activities
- Organize and maintain files and documents in both electronic and physical formats
- Collaborate with current and former attorneys, consultants, other professional staff, and teaming partners regarding current and future projects
- Utilize effective communication and interpersonal skills to liaise with colleagues, team members, clients, and other stakeholders
- Work closely with management and other team members on your assignments
- Communicate with and respond to management, team members and clients in a prompt, professional, responsive, and responsible manner

Inquiries about the position and letters of interest should be directed to Anita Ponder via email (aponder@pdg-law.com). Include your resume, cover letter, writing sample, and unofficial transcript by July 24 at 5:00 pm.