



## Pro Bono Legal Services Volunteer Position Description

**Reports to:** Best Friends Legislative Attorney (depending on state and project)

**Organizational Impact:** This position advances our No Kill mission via legislative or policy efforts. It is responsible for supporting the Advocacy Team in crafting, advancing, and passing strategic laws or policies that will humanely and directly reduce the killing of cats and dogs in shelters.

**Position Function/Goals/Deadlines:**

- Assisting Advocacy Team lead with advancing lifesaving legislation, regulations, and policies on an as-needed basis.

**Time Commitment and Location of Work:**

- Flexible time commitment
- Work is remote and can be done from anywhere

**Core responsibilities:**

- The Volunteer Legal Professional may engage in one or more of the following:
  - Performing legislative and administrative research related to the Best Friends mission
  - Assisting in drafting contracts, memoranda of understanding, and/or legal or policy memoranda
  - Assisting in drafting, submitting, and following up on FOIA requests
- Track and input hours worked into the Best Friends Volunteer Database.

**Qualifications/Requirements:**

- A JD degree from an accredited law school, current enrollment in an accredited law school, or other legal professional such as paralegal or legal assistant.
- Strong research and analytical skills
- Leadership skills
- Experience in drafting and/or advocating for the passage of legislation preferred
- Legal professionals with the following areas of knowledge are of particular relevance:
  - Estate planning
  - In-house counsel
  - Municipal ordinances and contracts
  - Veterinary practice law
  - Landlord-tenant law
  - Employment law and/or union law
  - Freedom of Information Act laws

Please email [nationalvolunteers@bestfriends.org](mailto:nationalvolunteers@bestfriends.org) if interested in volunteering.