

NORTH CAROLINA BAR ASSOCIATION CARY, NC
Job Description

POSITION SUMMARY: Responsible for assisting the Director of Continuing Legal Education in the planning and implementation of the various continuing legal education programs of the Association and the Foundation. These programs include institutes, workshops, seminars, , online programming, and publications.

EDUCATION, CREDENTIALS, AND TRAINING:

Required: College Degree or three years of highly relevant experience. Some travel (40%) within the state will be required, using a company vehicle or the Assistant Director's personal vehicle, subject to authorized reimbursement. Some inter-state travel will be required to attend professional meetings and/or CLE programs.

Preferred: Experience in meeting planning or in the hotel/convention services industry. Contract negotiation experience. Marketing experience strongly preferred.

EXPERIENCE: Event coordination for groups of 75-350. Experience supporting volunteer led projects. Managing multiple deadline sensitive projects simultaneously.

ADDITIONAL SPECIALIZED KNOWLEDGE/SKILLS:

ORGANIZATIONAL RELATIONSHIPS:

Supervises: Assistant to the Assistant Director of CLE - Programs
Reports To: Director of Continuing Legal Education

FLSA STATUS: Exempt

JOB CATAGORIES:

1. Program Coordination
2. Program Management
3. Management

1. Program Coordination - Responsible for developing, planning and execution of CLE programs.

- Liaison with the appropriate staff and volunteers in planning and creating CLE programs for an assigned portfolio of topics.
- Provide guidance and assistance to program planners as may be necessary for program implementation.
- Contact and arrange for speakers as necessary.
- Maintain three-year program planning calendars.
- Provide direction for the preparation of papers for inclusion in the program manuscripts.
- Oversee the preparation of the manuscripts.
- Coordinate program site selection and logistics.
- Ensure the availability of manuscripts, CLE administrative forms and special equipment at the program sites, perform functions of host at program sites, representing the Association Foundation in the registration and assembly process.
- Perform post-program wrap-up including appropriate expression of appreciation.
- Prepare and/or assist in the preparation of correspondence associated with the above functions as necessary including financial accountability.
- Perform such other duties as directed or which in the best judgment of the Assistant Director are necessary to ensure the program is presented in a professional and dignified manner.
- Evaluate “mix” of CLE programs and negotiate with professional CLE providers to schedule speakers to broaden the range and professional scope of CLE programs.
- Serve as CLE staff liaison to an assigned portfolio of sections and/or divisions and committees..

2. Program Management – Schedule live CLE programs (in-house and sites outside the Bar Center).

- Schedule related section activities as needed with the Sections Division.
- Review hotel contracts and handling rental fee negotiations.
- Make arrangements with the site for sleeping room blocks, the physical set-up of the meeting room(s), exhibit/sponsor space, electronic equipment needs, coffee breaks and other meal functions guarantees.
- Verify and approve billing as it relates to the program.
- Maintain a good working relationship with as many hotels in North Carolina as possible.
- Make site inspections.
- Evaluate and make recommendations to the Director of CLE relative to the quality of service and facilities at hotels used for seminars.
- Schedule meeting space in the Bar Center for in-house programs.
- Arrange for catering and clean-up crews for in-house programs.
- Coordinate exhibit/sponsor space.
- Acquire sleeping room blocks at nearby hotels.
- Assure that the Bar Center facilities are prepared for CLE activities (maintain and inventory catering kitchen supplies).
- CLE pre-program budget planning: define program budget including fixed costs, variable costs, revenue/funding, per person costs, overhead and tuition.

- Prepare program budget sheet for each program.
- Where appropriate, obtain requests for proposal (RFP) from area Convention and Visitor's Bureau (CVB) for potential program site in that city/location.
- Stay current on hospitality industry trends (contracts, attrition, cancellation, food & beverage clauses).
- Promote exhibiting/sponsorship with vendors.
- Evaluate and make recommendations to the Director relative to video taping of live seminar programs and arrange for the technical assistance necessary to accomplish that end, as necessary.
- Make recommendations to the Director as to whether the program should be Webcasted.

3. Management – Responsible for managing support personnel on a daily basis.

- Supervise on a daily basis Assistant to the Assistant Director of CLE for programs.
- Review and update, as appropriate, support staff job descriptions.
- Conduct performance evaluations, semi-annually or annually as required.

Core Competencies

- **Organizational Skills** – Precise in organizing work. Has immediate access to needed items and is efficient due to this.
- **Planning/Prioritizing** – Sustains a high level of precision due to excellent planning. Items are carefully prioritized. Rarely is there a mistake due to poor planning.
- **Member Service and Member Relations** – Extremely courteous, well mannered and polite to members and non-members. Readily obtains confidence, respect and cooperation from members and non-members. Provides highest level of quality service to members and non-members.
- **Job Knowledge** – Understands all aspects of the job and why all job functions are performed and inter-relationship with other jobs within the department.
- **Productivity and Efficiency** – Exceptional producer. Generates maximum output in a timely and efficient manner. Prioritizes work effectively.
- **Management Skills** – Outstanding leader and manager. Completes all management responsibilities in a timely fashion with outstanding leadership and motivation. A role model for other managers. Sets the example with professional dress and promptness to work, time off, and following and upholding all NCBA policies. Works well and is respected by other managers and staff at the NCBA.
- **Critical Thinking and Decision Making** – Sustains high level of sound judgment. Makes best decisions under given circumstances.
- **Responsiveness and Timeliness** – Immediately responds. Provides clear concise answers and always willing to offer additional information if needed.

- Written and Oral Communication – Eloquent in all forms of communications in a grammatically correct, polite, professional, and positive manner.
- Company Knowledge – Understands why all components of the Association/Foundation exist and how they interact with one another.