

# Job Posting: Education Coordinator

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Job Title: Education Coordinator  
Reports To: Director of Education

## **Position Summary:**

The Education Coordinator will assist the Director of Education and Communication in implementing CBA Education Department programming. The focus of the position will be on assisting with the production and delivery of education programs, including in person and online programs, as well as delivery of educational products. The individual will be comfortable with a busy work place, creating and following processes, learning new information and skills, taking creative initiative to solve problems, adapting to change, and managing projects.

## **Specific Duties:**

In addition to performing additional duties that may be assigned, this position is responsible for the following:

## **Production & Delivery of Educational Programming:**

The association creates a wide variety of in-person and online educational content. This includes programs originated by sections or committees as well as major association educational institutes and conferences. Programs are delivered in a traditional in-person setting as well as by webinar, recording, and simulcast. Key activities will include assisting in:

- Calendaring of programs
- Creation of events in the association's online system, including using e-commerce and continuing education credits features
- Following up with event organizers to gather required descriptions, materials, and collateral
- Coordinating participation of speakers and presenters of the program
- Consolidating, editing, posting, sending, and managing online materials for attendees and speakers
- Arranging event logistics, including pre-event, day-of event, and post-event administration
- Creating and administering program surveys
- General administrative support as needed.

## **Compliance:**

The association is an accredited provider of continuing legal education (CLE) and manages a legal specialization program for at least one area of practice. The coordinator will provide support to:

- Maintain CLE provider status for the association
- Track member CLE credits and issue certificates of attendance

- Preparation of annual compliance reports and other materials as needed
- Support Legal Specialist Certification Program

**Minimum Qualifications:**

The Assistant will have a college degree (or the equivalent in life/work experience) and will demonstrate proficiency with the Microsoft Office suite of programs, including Word, Powerpoint, Excel, and Outlook.

**Personal Characteristics:**

Essential personal characteristics include: flexibility; resilience; willingness to learn what is needed; excellent organizational, interpersonal, and communication skills (written and spoken); grace under pressure and courteous at all times; accepting of direction and feedback openly; and able to manage him/herself and work independently as needed. Outstanding project management skills, attention to detail, and financial aptitude are essential. Appreciation for value of lawyers and legal system.

Send resume and cover letter to [jobs@ctbar.org](mailto:jobs@ctbar.org). Applicants who qualify for an interview will be contacted. This posting may be amended or withdrawn at any time.

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