



JOB POSTING: Community Engagement Lead

Reports to: Executive Director

FLSA Classification: Full-time, Exempt; benefits-eligible, PTO, 401(k), and paid holidays provided

Location: Meriden, CT (Hybrid)

Position Summary

The Community Engagement Lead supports the design and execution of inclusive, mission-driven programming that engages youth, law students, affinity bar partners, and new lawyers. This role leads the CBA's DEI initiatives, civic education efforts, and cohort programs including the Young Lawyers Section and Fellows Program.

Primary Responsibilities

DEI Programming

- Serve as a member of and liaison to the Diversity, Equity, and Inclusion Committee and its subcommittees; attend meetings of the Membership Committee, and the Lawyer Wellbeing Committee. Coordinate, assist and support these Committees in the execution and delivery of Diversity, Equity, and Inclusion programs and initiatives.
- Serve as a resource to other Association's committees, sections, and staff liaisons regarding programming focused on promoting diversity and inclusion and the elimination of bias.
- Assist in developing strategies for the recruitment and retention of diverse Association members and leaders.
- Along with committees, responsible for annual DEI Summit; Diversity and Inclusion Signatories Program, DEI plans for the CBA, its sections and committees, and legal organizations in the community; CBA celebration of Heritage Months; and Constance Baker Motley Speaker Series.

Youth Pipeline and Civic Education

- Supervise and direct operations of Court Visitation Program, Mock Trial Program.
- Serve as camp director for annual LAW Camp, a week-long summer camp for high school students.
- Responsible for Future of the Legal Profession Scholars Program.
- Provide guidance and resources to individuals interested in a future career in the legal profession and civics education.

Young Lawyers and Fellows Programs

- Serve as staff liaison to the Young Lawyers Section (YLS) and Fellows Program.
- Work with the Events, CLE, and Communications teams to align programming with the CBA calendar

Required Qualifications

- 3–5 years of experience in program coordination, DEI, civic engagement, or nonprofit outreach
- Strong organizational and relationship-building skills
- Comfort with public speaking and community representation
- Ability to manage multiple initiatives across departments and stakeholders
- Ability to attend evening events as part of regular responsibilities

How to Apply

To apply, please send a **cover letter and résumé** to careers@ctbar.org. Applications will be reviewed on a rolling basis until the position is filled. Starting salary is \$65,000, commensurate with experience. This is a full-time, exempt position with a comprehensive benefits package including health insurance, paid time off, 401(k), and paid holidays.

About the Connecticut Bar Association

The Connecticut Bar Association, founded in 1875, is the preeminent organization for lawyers and the legal profession in Connecticut. With its 70+ sections and committees, the CBA produces over 300 programs each year, including the Connecticut Legal Conference. The CT Bar Institute (CTBI) is the continuing legal education arm of the CBA. The CBA is a non-profit member service organization dedicated to advancing the legal profession and the principles of law and justice.