



## **JOB POSTING**

**Job Title:** Continuing Legal Education (CLE) Administrative Assistant

**Reports to:** Director of CLE and Section Programming

**FLSA Classification:** Full-time (35 hours/week); Non-Exempt; Temporary; Not eligible for CBA benefits

**Location:** Meriden, CT (Hybrid - 3 days in the office, 2 days remote)

*\*We are currently reviewing applications and anticipate beginning interviews after April 1, 2026.*

### **Position Summary**

This is a temporary full-time position (35 hours per week) with the Connecticut Bar Association from April 2026 (timing subject to transition scheduling), through July 31, 2026. The CLE Administrative Assistant is responsible for supporting the planning and coordination of CLE programming and section events at the Connecticut Bar Association. This position provides administrative support to the CLE department and works closely with the CLE Associate and Director of CLE and Section Programming.

Some evening meetings and occasional extended hours are required. This includes full-day support for major programs such as the Connecticut Legal Conference on June 2, 2026, which may require availability from approximately 6:00 a.m. through 10:00 p.m.

### **Primary Responsibilities**

- Coordinate speaker outreach, scheduling, confirmation, and ongoing communication
- Gather and organize presenter materials, biographies, and session details
- Track CLE proposal submissions and planning timelines
- Assist in preparing internal calendars and deadline reminders for CLE and section programming
- Work with the CLE Associate to align program materials and logistics
- Provide event support during large programs such as the Connecticut Legal Conference (CLC) including early morning set-up and extended program coverage as required
- Assist with CLE accreditation documentation, credit applications, and verification processes
- Maintain accurate internal documentation of speaker agreements, CLE details, and program records
- Other duties as assigned.

### **Required Qualifications**

- Excellent communication and follow-through skills. Highly organized and detail-oriented
- Proficiency with Microsoft Office Suite and digital collaboration tools

### **Compensation & Benefits**

- \$22/hour. This temporary position is not eligible for CBA health insurance benefits. Connecticut paid sick leave will be provided in accordance with state law.

### **How to Apply**

Please send a **cover letter and résumé** to Lina Lee [llee@ctbar.org](mailto:llee@ctbar.org). Applications will be reviewed on a rolling basis.

### **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.