



## **JOB POSTING**

**Job Title:** Continuing Legal Education (CLE) Coordinator

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

**FLSA Classification:** Full-time, Non-Exempt; benefits-eligible

**Location:** Meriden, CT (Hybrid)

### **Position Summary**

The CLE Coordinator is responsible for supporting the planning and coordination of CLE programming and section events at the Connecticut Bar Association. This position serves as the primary liaison to section leaders and CLE speakers and works closely with the CLE Associate, Event Administrator, and Director of CLE and Section Programming. The role requires excellent organizational and communication skills to ensure program timelines, logistics, and speaker coordination are successfully managed.

### **Primary Responsibilities**

- Serve as administrative liaison to section leaders for CLE-related programs
- Coordinate speaker outreach, scheduling, and confirmation of participation
- Maintain communication with presenters to gather materials, bios, and session details
- Track CLE proposal submissions and planning timelines
- Assist in preparing internal calendars and deadline reminders for CLE and section programming
- Organize planning calls and record action items and follow-ups
- Work with the CLE Associate and Event Administrator to align program materials and logistics
- Provide event support during large programs such as the Connecticut Legal Conference (CLC)
- Assist with program delivery and speaker assistance on-site or virtually as needed
- Assist with CLE accreditation documentation, credit applications, and verification processes in collaboration with the CLE Associate
- Maintain accurate internal documentation of speaker agreements, CLE details, and program records
- Other duties as assigned.

### **Required Qualifications**

- 2–4 years of experience in program coordination, legal education, or event support
- Excellent communication and follow-through skills
- Highly organized and detail-oriented
- Proficiency with Microsoft Office Suite and digital collaboration tools

### **How to Apply**

To apply, please send a **cover letter and résumé** to [careers@ctbar.org](mailto:careers@ctbar.org). Applications will be reviewed on a rolling basis until the position is filled. Compensation ranges from \$25 to \$30 per hour, commensurate with experience. This is a full-time, non-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.