



JOB POSTING

Job Title: Events and Partnerships Associate

Reports to: Event Administrator

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

Location: Meriden, CT (Hybrid)

Position Summary

The Events and Partnerships Associate supports the planning and execution of Connecticut Bar Association (CBA) events while managing sponsor, exhibitor, and partner organization relationships. The role includes outreach, fulfillment, event coordination, and follow-up responsibilities. The Associate works closely with the Event Administrator and Director of Member Engagement to ensure smooth event execution and a positive partner experience.

Primary Responsibilities

- Assist Events Administrator with sections and all committee secretaries or chairs to coordinate meetings.
- Prepare and manage venue, food, and other meeting expense budgets for CBA, Committee, and Section events with the Event Administrator.
- Identify appropriate venues, food, and other meeting requirements.
- Assist with negotiating and managing all third-party vendor contracts.
- Send out notices for meetings. Ensure meetings and events are delivered on time and within budget.
- Research and outreach to potential sponsors and exhibitors for Connecticut Legal Conference, DEI Symposium, and Gala.
- Maintain sponsor contact lists and ensure timely communication and follow-ups.
- Coordinate sponsor benefits and deliverables (logos, signage, placement, acknowledgments).
- Collaborate with the Event Administrator to support CBA receptions, meetings, and large-scale conferences.
- Assist with pre-event setup, materials preparation, registration tracking, and logistics.
- Serve as a point of contact for partners and sponsors during events.
- Coordinate post-event thank-you messages and surveys for sponsors and exhibitors.
- Track sponsor retention, feedback, and event performance data.
- Other duties as assigned.

Required Qualifications

- 2–4 years of experience in event planning, development, marketing, or related roles
- Outgoing and professional communication style (written and verbal)
- Strong organizational and time management skills
- Comfort with vendor coordination, event presence, and sponsor communication
- 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**](mailto:careers@ctbar.org). Applications will be reviewed on a rolling basis until the position is filled.

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.