



JOB POSTING: Program and Administrative Specialist

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 Program and Administrative Specialist plays a key role in coordinating CBA programs and supporting executive office operations. This hybrid role acts as a staff liaison to the Young Lawyers Section (YLS) and Fellows Program, ensures effective partner and sponsor engagement, and provides strategic administrative and operational support to the Executive Director. The ideal candidate is a highly organized communicator who can manage logistics, track outcomes, and facilitate cross-functional coordination across the CBA's mission-driven programs and initiatives.

Primary Responsibilities

Young Lawyers and Fellows Programs

- Serve as the staff liaison to the Young Lawyers Section and Fellows Program.
- Coordinate meetings, scheduling, and communications related to program initiatives.
- Work with the Events, CLE, and Communications teams to align programming with the broader CBA calendar.
- Ensure smooth delivery of YLS and Fellows activities through proactive planning and support.

Partner and Sponsor Engagement

- Act as a point of contact for partners and sponsors during relevant programs and events.
- Conduct outreach to potential new sponsors and exhibitors for programs such as the Connecticut Legal Conference, DEI events, and other CBA initiatives.
- Maintain sponsor and exhibitor contact lists and ensure timely, professional communication and follow-ups.
- Coordinate post-event follow-up, including thank-you messages and sponsor/exhibitor surveys.
- Track sponsor data including retention, feedback, deliverables, and engagement metrics.
- Assist in preparing and maintaining sponsor materials, outreach packets, lists, and acknowledgments.
- Manage and coordinate advertising placements for CBA events, the Connecticut Bar Journal, and CBA Magazine, etc.
- Collect ad files and content from sponsors, partners, and other advertisers in a timely and organized manner.

Executive Support & Office Operations

- Attend key internal and external meetings with the Executive Director to take and distribute notes/action items.
- Provide administrative support such as scheduling, document prep, and follow-up tracking.
- Support smooth general office operations through coordination with staff and vendors.
- Assist in organizing and preparing materials for leadership meetings or strategic planning.
- Maintain internal calendars and ensure alignment across teams and initiatives.

Document & Resource Management

- Draft, format, and maintain internal resources such as program timelines, meeting agendas, and shared documentation.
- Manage digital folders and file organization to support cross-team access to updated materials.
- Support the development and maintenance of outreach templates and sponsorship materials.

Data & Tech Support

- Compile basic reports on attendance, sponsor engagement, and event performance as needed.
- Support data collection and follow-up for board presentations or planning documents.
- Provide basic tech support to staff, including setup and troubleshooting for email accounts, shared folders, and mailing lists.
- Serve as a liaison with the CBA's external IT provider for ticket tracking or escalated issues.

Additional Support

- Attend and support onsite programs and events as needed.
- Assist with special projects or cross-functional priorities at the direction of the Executive Director.

Required Qualifications

- 3–5 years of experience in program coordination, executive support, or nonprofit administration.
- Strong organizational and interpersonal communication skills.
- Comfort with administrative responsibilities, internal communications, and sponsor outreach.
- Ability to manage multiple timelines and priorities across teams and departments.
- High attention to detail and professionalism in both written and verbal interactions.
- Availability 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.