

CONNECTICUT BAR ASSOCIATION

JOB DESCRIPTION

Director of Continuing Legal Education and Section Programming

The CT Bar Institute, the continuing legal education arm of the Connecticut Bar Association (CBA), seeks an individual to fill the position of Director of Continuing Legal Education and Section Programming. This individual will report to the Executive Director and is responsible for developing and coordinating CLE courses offered by the CBA, as well as working with the CBA Sections in implementing their programs. The Director also will oversee the development, coordination and implementation of the Connecticut Legal Conference, the largest annual gathering of legal professionals in Connecticut.

Primary Responsibilities

- Develop, propose, prioritize and monitor CLE offerings throughout the year; monitor program budgets.
- Identify and recruit diverse faculty.
- Provide guidance and assistance to program planners as may be necessary for program implementation.
- Manage relationships prior to and during programs with prospective faculty and program participants.
- Familiarity with a wide variety of the concepts, practices, and procedures in the legal profession.
- Follow changes in the legal profession to keep informed of legal education needs; work with membership to identify education needs.
- Benchmark CBA offerings against other successful bar associations
- Ensure all logistics are in place for successful events, including venues, food, and other related resources.
- Assist in identifying sponsorship opportunities where applicable.
- Automate and innovate processes where possible.
- Manage online offerings of training and products.
- Oversee the CBA Workers' Compensation Certified Specialist Program.
- Develop and support the curriculum for the CBA Presidential Fellows Program.
- Maintain CBA's New York Accredited Provider Status.

Additional Responsibilities

Perform other duties as assigned.

Core Skills

- Strong strategic and creative thinking abilities.
- Excellent oral and written presentation skills with an emphasis on the ability to build strong interpersonal relationships at all levels of an organization.
- Strong computer skills, proficient in the use of Microsoft Office programs including Outlook, Word, Excel, PowerPoint, SharePoint and various databases.
- Strong interpersonal skills with the ability to engage and connect to diverse groups and individuals.

Minimum Qualifications

- Bachelor's degree required; JD or Masters in related field preferred.
- 3-5 years of experience in the law or related field.
- Strong project management and people management skills.
- Experience in marketing and public relations a plus.
- Non-profit or association experience a plus.
- Ability to travel and work evenings and weekends to support programs and events.

Interested individuals should submit their cover letter and resume to Keith J. Soressi, Executive Director, 30 Bank Street, New Britain, CT, 06051 or email at ksoressi@ctbar.org

The Connecticut Bar Association is an equal employment and affirmative action employer.

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 CBA is a non-profit member service organization dedicated to advancing the legal profession and the principles of law and justice.