



JOB TITLE: Professional Development Coordinator

STATUS: Non-Exempt

Type: Full Time

The Professional Development Coordinator will provide support to the Director of Professional Development. The ideal candidate will be self-motivated, organized, and adaptable. He or she will also be interacting with individuals at all levels of the firm, and must have excellent phone presence and a strong customer-service orientation. The successful candidate will have high standards for personal performance and be able to prioritize work and meet concrete deadlines. The work will require excellent proofreading skills, strong organizational skills, excellent follow-through, as well as judgment and problem-solving skills.

Primary Responsibilities:

- Assists SA ED Partners in Charge and Director of Professional Development to facilitate training and education for attorneys.
- Operates as Firm contact for SA ED.
- Assists various departments and team group leaders in planning internal and external educational programs.
- Coordinates and facilitates internal and external SA ED programming.
- Assist Marketing Department with respect to CLE in connection with practice group webinars, client webinars, and other events.
- Serves as the Firm's contact for outside CLE questions.
- Assists with mid-year and annual reviews for associates.
- Identify and maintain relationships with third parties relevant to Department, Lawyer, and Committees supported.
- Maintains Lawyer Development budget and handles reimbursements.

Knowledge and Experience:

- Minimum of 1 year professional development experience in a professional services environment required; law firm experience is preferred.
- Outstanding organizational, interpersonal and administrative skills.
- High level attention to detail and ability to multi-task.
- Excellent writing and proofreading skills (proper use of punctuation, spelling, grammar, diction and style).
- Excellent communication and telephone skills, ability to communicate effectively in a clear and understandable manner.
- Ability to interpret and follow written, oral, diagram, or schedule format instructions.

Education:

- Bachelor's degree or equivalent related work experience.

- JD preferred

Please send your resume to Jennifer Stogran at jstogran@smithlaw.com.

Smith Anderson is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.