

**NATIONAL ASSOCIATION OF ATTORNEYS GENERAL  
NAGTRI PROGRAM COUNSEL  
JOB ANNOUNCEMENT**

**BACKGROUND:**

The [National Association of Attorneys General \(NAAG\)](#) was founded in 1907 to help Attorneys General fulfill the responsibilities of their office and to assist in the delivery of high quality legal services to the states and territorial jurisdictions.

The [National Attorneys General Training & Research Institute \(NAGTRI\)](#) was created in 2007. The NAGTRI mission is to provide high-quality, non-partisan, and innovative training, research and other developmental resources to support state and territorial attorneys general offices (AGOs). It currently conducts over 130 trainings a year, provides an extensive wiki research tool to AGOs, and produces numerous legal newsletters and publications. NAGTRI continues to steadily grow and expects to launch numerous new initiatives in the next few years. The NAGTRI vision is to be recognized as the premier national organization for training and research throughout the government legal, law enforcement, and prosecutorial arenas.

**POSITION:**

The NAGTRI Program Counsel is responsible for initiating, coordinating, and executing NAGTRI trainings, conducting research, and producing research deliverables. The Counsel will also be responsible for NAGTRI's law clerks and fellows program and managing PAGE, NAAGs wiki. Additionally, the Counsel will serve as an in-house expert on topics that match the professional expertise of the Counsel, and as liaison to various NAAG committees as assigned. Periods of frequent domestic travel and some international travel are inherent to this position.

The NAGTRI Program Counsel is supervised by the NAGTRI Director.

**LOCATION:**

The NAGTRI Program Counsel will work at NAAG's office in **Washington, DC**. Convenient to public transportation - Metro and Bus.

**CORE QUALIFICATIONS:**

- University Degree;
- Law degree from an accredited law school;
- Bar membership in a US jurisdiction;

## **NAGTRI PROGRAM COUNSEL JOB ANNOUNCEMENT - CONTINUED**

- At least five years' experience as an attorney in a dynamic legal environment, preferably that of an attorney general's office, district attorney's office, U.S. Attorney's office, military JAG office, or related state or federal agency;
- Trial and/or litigation experience;
- Experience conducting legal trainings;
- The ability to work independently with minimal administrative support and as part of a team on special projects or programs;
- The ability to get along well with others;
- Supervisory experience preferred;
- Experience with online education desired.

### **CORE COMPETENCIES:**

The NAGTRI Program Counsel should demonstrate competency in the following areas:

- **Adaptability:** Demonstrate a willingness to be flexible, nimble, versatile, and tolerant in a changing work environment while maintaining effectiveness and efficiency;
- **Creativity/Innovation:** Develop new and unique ways to improve organization operations and to create new opportunities. Serve as a trend spotter for emerging issues and developments and ensure NAGTRI is proactive in its response;
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness. Treat all others with respect and dignity;
- **Initiative:** Suggest new ideas, take ownership of those ideas, and then volunteer to move forward with those ideas;
- **Service:** Demonstrate a commitment to public service and to providing the best support possible to NAAG stakeholders and constituents;
- **Humility:** Share the credit, take accountability. Encourage subordinates to generate ideas and be attentive to their suggestions;
- **Effective Communications:** Whether in public or within the office, speak, listen and write in a clear, confident, thorough and timely manner using appropriate and effective communication tools and techniques.

## **NAGTRI PROGRAM COUNSEL JOB ANNOUNCEMENT - CONTINUED**

Cover letters should detail how the candidate satisfies the above criteria.

### **RESPONSIBILITIES:**

- Develop and execute NAGTRI trainings as assigned and as self-initiated using existing curriculum and developing new curriculum (trainings may be in-person or online);
- Instruct or lead and facilitate at trainings as necessary including the preparation of power point or other visual aids;
- Conduct research for the benefit of the attorney general community;
- Write and edit publications in support of the attorney general community;
- Serve as resident expert in legal areas as assigned;
- Recruit and supervise law clerks and fellows;
- Manage the growth of PAGE, NAAGs membership wiki, including ensuring that content is consistently updated and that NAGTRI staff are continuously communicating with AGO contacts about its content and use;
- Support NAAG Committees as assigned to include facilitating conference calls, preparing agendas and memos, and following up on action items;
- Support programming for NAAG conferences as assigned including developing substantive content, identifying speakers and building program agendas;
- Work with NAGTRI staff to ensure that all trainings and related events comport with NAGTRI procedures;
- Develop grant applications as opportunities arise;
- Improve professional expertise by attending professional development sessions and courses that benefit NAAG and NAGTRI;
- Perform other tasks based on the needs of NAAG.

**NAGTRI PROGRAM COUNSEL JOB ANNOUNCEMENT - CONTINUED**

**COMPENSATION:**

Salary range \$100 - \$110K, commensurate with experience. NAAG offers a very generous benefits package.

**TO APPLY**

Please submit cover letter, resume, and one writing sample via email to [jobs@naag.org](mailto:jobs@naag.org)  
Attn: Erin Schechter. Please use "NAGTRI Program Counsel" as Subject line.

NAAG is an Equal Opportunity Employer and values diversity.