

National District Attorney Association

Job Description



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| Class Title: Project Coordinator | Job Code: |
| Department: Courses & Conferences | Effective Date: 03/2017 |
| | Last Revised: 03/2017 |

GENERAL PURPOSE

Performs a variety of **general clerical** and **administrative support** duties designed to expedite administrative, training and business functions of the National District Attorney Association, including reception duties, course logistical preparations, course materials preparation, electronic dissemination of course materials, faculty correspondence, student enrollment and correspondence, packet preparations, faculty and staff travel coordination, faculty reimbursement coordination, and certification of continuing legal education as part of national continuing legal education (CLE) training programs. Organizational skills are essential. Fast paced work environment with rigorous deadlines.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Grants & Conference Services and Program Directors.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Perform course administrative professional duties; prepare schedules, synopsis, proposal memos, distribute related information to program directors; finalize schedules; prepares catering and audio-visual budget and faculty/staff rooming list and distribute to hotel or course sites; assist with pre-course meetings in-person or via telephone.

Assist in the timely collection, compilation and electronic delivery of course materials; assist with the production of pre-course correspondence and course folders, course materials, and course notebooks when needed; obtain Audio-Visual requirements and faculty biographies and photos directly from faculty.

Prepare faculty materials and course information; deliver course confirmation materials and schedules; ensure issuance and receipt of various forms, including speaking contracts, travel, reimbursements, reservations, etc.

Prepare course materials, course evaluation forms, course diplomas, course folders and notebooks (where needed); assist with printing as needed; assist with the preparation and distribution of pre-course correspondence for faculty and participants (case files, survey assessments, etc.); prepare and distribute tent cards for faculty and participants; create team rosters based on participant jurisdictions, gender and experience levels; maintain trial advocacy exhibits and course supplies.

Assist in the development and maintenance of the databases of faculty members, expert witnesses, volunteer jurors, actors and other individuals whose involvement is required for various courses.

Assist with participant registration process.

Manage CLE requirements and certificates; compute CLE credit hours; draft CLE Accreditation Memorandum; prepare course evaluation form/ CLE affidavit and uniform CLE forms; collect evaluation forms post course; report participant CLE for various state bars using the participant evaluation form and CLE affidavit.

Manage Banquet Event Orders (BEO), rooming lists, and reconcile with hotel invoices for director review and approval.

Performs receptionist and clerical duties as needed; operates telephone equipment; receives, responds to and directs incoming telephone calls; queries callers to identify needed assistance, determines appropriate staff or office and directs calls accordingly; communicate faculty and student special needs requests to the Program Directors.

Perform special projects; assists with marketing material preparation and mailings; assist with the collection of information needed by the Program Director for marketing the courses; (i.e. availability and costs of shuttle services from the course site, airport to the course site, information from the local conventioner's bureau, etc.); operate computer word/data processor as needed to perform clerical duties; type letters, memos and other correspondence; assist with posting and updating membership records, course enrollments and related logistical tasks as needed to expedite course preparations and delivery.

Perform mail receiving duties; including receives incoming mail and special deliveries; distributes mail to proper addressees.

Perform related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school, plus one (1) year of specialized training in general studies, administrative management or related field;

AND

B. Two (2) years of experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge and Abilities:

Working knowledge of general office practices; electronic filing systems, Microsoft Office Suite; operation of personal computer; operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette. **Some knowledge of** events planning and production; basic accounting or bookkeeping; basic public relations.

Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information; operate personal computer (windows) in utilizing Microsoft Office Suite to produce or compose formal documents, reports and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

Additional Requirements: Some travel expected (<10%).

3. Work Environment:

Detail oriented and exceptional organizational skills are essential. Fast paced work environment with rigorous deadlines.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)