



## **National District Attorneys Association**

### **Project Coordinator**

**Job Description**

#### GENERAL PURPOSE

The Project Coordinator is responsible for a variety of professional, clerical and administrative support duties designed to expedite the training and business functions of the National District Attorneys Association (NDAA), including reception duties, in-person and virtual course logistical preparations, course materials preparation, electronic dissemination of course materials, faculty correspondence, student enrollment and correspondence, faculty and staff travel coordination, faculty reimbursement coordination, and certification of legal education as part of national continuing legal education (CLE) training programs. Other duties such as grant project work may also be assigned.

#### SUPERVISION RECEIVED

The Project Coordinator works under the guidance and direction of the Chief Operating Officer, while working closely with Program Directors. This is a full-time, exempt-level position.

#### SUPERVISION EXERCISED

None.

#### ESSENTIAL FUNCTIONS

- Understands the mission of NDAA and adheres to organizational and staff core values.
- Performs course administrative professional duties; assists with pre-course meetings via phone or webinar; prepares proposal memos, course summaries, schedules/agendas; assists in the timely collection, compilation and electronic delivery of course materials, folders/notebooks and distributes related information to program directors, faculty and participants.
- Manages catering food and beverage orders, room listings, and if needed, reconciles with hotel invoices for review and approval.
- Assists with printing for in-person courses; prepares and distributes tent cards/name badges for faculty and participants; creates team rosters based on participant jurisdictions and experience levels; maintains course exhibits and supplies.
- Assists with the creation, production and delivery of online learning; this role acts as administrator of the learning management system (LMS) and includes being able to integrate the LMS and video webinar platform in order to provide prosecutors and NDAA members a seamless, professional adult learning experience.
- Reviews and updates webinar process and develops project task lists and timelines for webinars and the associated planning process.
- Prepares faculty materials and course information; coordinates directly with faculty for their audio-visual requirements, biographies and photos; ensures issuance and receipt of various forms, including speaker contracts, travel, reimbursements, reservations, etc.

- Prepares participant course materials, course evaluation forms, course diplomas, course folders and notebooks; makes changes to database when there are cancelations or transferring of registration payments.
- Manages CLE requirements and certificates; computes CLE credit hours; drafts CLE Accreditation Memorandum; prepares course evaluation form/ CLE affidavit and uniform CLE forms; collects evaluation forms post course; reports participant CLE for various state bars using the participant evaluation form and CLE affidavit.
- Assists 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.
- Performs 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; updates website pages with materials as directed by Program Director(s); addresses faculty and student special needs requests.
- Performs special projects; assists with marketing material preparation and mailings; assists with the collection of information needed by Program Directors 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 conventioneer's bureau, etc.); drafts letters, memos and other correspondence; assists with posting and updating membership records, course enrollments and related logistical tasks as needed to expedite course preparations and delivery.
- Performs mail duties, including receives incoming mail and special deliveries and posting mail and boxes.
- Performs 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; association work preferred.

OR

C. An equivalent combination of education and experience.

##### 2. Knowledge, Skills, and Abilities:

- Knowledge of general office maintenance and practices, as well as basic mathematical calculations or accounting/bookkeeping practices.
- Excellent communication skills, both written and verbal, as well as excellent customer service skills.
- Excellent project management skills.
- Strong attention to detail and the ability to multi-task.
- Ability to maintain strict confidentiality related to sensitive administrative information.
- Ability to compose formal documents, reports and records.
- Effective working relationships with supervisors, fellow employees, and the public.
- Outstanding organizational skills and the ability to work independently in a fast-paced work environment with rigorous deadlines.
- Experience with grant implementation of deliverables, a plus.
- Experience with web and mobile technologies; web content management; e-mail marketing systems; and other communications technology, a plus.
- Knowledge of computer applications (MS Office Suite; Adobe Acrobat) required.
- Minimal travel required.

##### 3. Work Environment

Incumbent of the position generally performs in a typical office setting with appropriate climate controls.. Tasks require variety of physical activities, such as moving inside the office to access storage cabinets and office machinery and moving equipment or boxes of 25 lbs or less. The position requires the ability to remain stationary for long periods of time. Some remote teleworking is available

The person in this position frequently communicates with individuals who have inquiries about their membership status, as well as other partners and sponsors. Incumbent must be able to exchange accurate information in these situations. Recognizing such individuals in order to build relationships is important for this position. Incumbent is responsible for the input and output of data from electronic systems and must be able to operate a computer, calculator and copier/printer.

Mental application utilizes memory for details, strategic thinking and creative problem solving.

Key Internal Relationships: Executive Director, Chief Operating Officer, staff members in each of the relevant departments.

Key External Relationships: Key NDAA leaders, NDAA members, training and conference attendees, elected officials/prosecutors, as well as partners and outside vendors and sponsors.

- **APPLICATIONS**

To apply for the Project Coordinator position, please send a cover letter and resume to NDAA via [info@ndaajustice.org](mailto:info@ndaajustice.org). The association offers competitive compensation and a generous benefits package. The position is in NDAA headquarters in Arlington, VA, with some telework available. Relocation expenses are not available. Applications are due no later than Friday, November 13. Final candidate will be asked for verifiable references.

## **ABOUT**

The National District Attorneys Association (NDAA), is the oldest and largest national, nonpartisan organization representing state and local prosecutors in the country. Formed in 1950, NDAA has more than 5,000 members and our mission is to be the voice of America's prosecutors and to support their efforts to protect the rights and safety of the people by providing our members with the knowledge, skills, and support they need to ensure justice is attained. NDAA is located in Arlington, VA near the Crystal City Metrorail. NDAA is an equal opportunity employer.