



NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

JOB ANNOUNCEMENT: PROGRAM COUNSEL, NAGTRI CENTER FOR LEGAL ADVOCACY AND FACULTY DEVELOPMENT

BACKGROUND

Founded in 1907, the [National Association of Attorneys General \(NAAG\)](#) serves as the national forum for attorneys general and their staff to collaboratively address issues important to their work and provides resources to support the work of the offices of attorneys general in protecting the Rule of Law and the United States Constitution. NAAG fosters an environment of “cooperative leadership,” helping attorneys general respond effectively – individually and collectively – to emerging state and federal issues.

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). NAGTRI’s services to its member cover a breadth of subject areas and delivery formats. NAGTRI expects to grow and launch numerous new initiatives in the next few years, including an emphasis on online learning opportunities. 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.

NAGTRI’s Center for Legal Advocacy and Faculty Development (CLAFD) provides innovative, legal skills training and resources to support the evolving needs of attorney general offices and supports NAGTRI faculty development and recruitment. CLAFD delivers training courses in various formats: in person and online, live and on-demand, utilizing both experiential (learn-by-doing) and instructional learning.

NAAG emphasizes a commitment to professional excellence and the quality of life of its employees.

POSITION

CLAFD Program Counsel is responsible for assisting the CLAFD Director in developing and advancing the Center to best serve the attorney general community. Counsel will plan and lead legal skills trainings, develop resources to onboard and develop NAGTRI faculty, and

serve as liaison to various NAAG committees as assigned. Creativity, initiative, follow-through, attention to detail, teamwork, and collegiality are the hallmark qualities expected of those holding this position.

Frequent domestic travel and some international travel are inherent to this position.

CLAFD Program Counsel reports to the CLAFD Director within NAGTRI.

RESPONSIBILITIES

- Serve as Lead Faculty for NAGTRI legal skills trainings such as Trial Advocacy, Motion Practice, Deposition Skills, and Negotiation Skills; develop new legal skills trainings and update existing trainings based on the evolving needs of the attorney general community; and develop content and materials to supplement NAGTRI legal skills trainings.
- Create and curate helpful resources for NAGTRI faculty community to develop their teaching and presenting skills.
- Conduct research and develop content on legal skills-related topics (i.e., evidentiary issues, trial practice) 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.
- 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 and manage grants as opportunities arise.
- Work throughout NAAG to ensure workplace effectiveness in furtherance of the NAAG and NAGTRI Strategic Plans, including through team meetings, retreats, and related assignments.
- Improve professional expertise by attending professional development sessions and courses that benefit NAAG and NAGTRI.
- Other tasks as assigned, based on the needs of NAAG.

QUALIFICATIONS

Education

- University degree required.
- Law degree from an accredited law school required.
- Bar membership in a U.S. jurisdiction.

Experience

- At least five years of litigation 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. To be considered for an interview, applicants without government legal experience must address in their cover letter how their particular legal experiences will satisfy the requirements of this position.
- Experience planning and delivering courses for attorneys or law students.
- Quality leadership experience in maximizing organizational or individual performance.
- Preferable, but not required:
 - Experience with online education (as either a teacher or learner).
 - Experience with website design and development.

Skills

- The experience and ability to lead legal skills trainings such as Trial Advocacy, Motion Practice, Deposition Skills, and Negotiation Skills.
- A demonstrated passion for teaching and/or training.
- Excellent, demonstrable legal research and writing skills.
- The ability to work independently with minimal administrative support and as part of a team on special projects or programs.
- The ability to consistently get along well with others.
- Technological savviness and a willingness to learn the unknown.

LOCATION

The CLAFD Program Counsel position may be eligible for full-time telework; however, frequent domestic travel and some international travel are inherent to this position. CLAFD Program Counsel must adhere to the remote work policy in accordance with NAAG's Employee Handbook.

COMPENSATION

Salary range \$105,000 - \$115,000, commensurate with experience. NAAG offers a very generous benefits package which includes health, dental, vision, life/LTD, LTC and 401k retirement plan with an employer match and profit sharing.

TO APPLY

[Please submit cover letter, resume, and writing sample relevant to the position here.](#)

Applications received prior to May 6, 2021 will be given priority review. Applications will be reviewed on an ongoing basis.

NAAG is an equal opportunity employer and values diversity.