



JOB ANNOUNCEMENT

PROGRAM COUNSEL, NATIONAL ATTORNEYS GENERAL TRAINING & RESEARCH INSTITUTE

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 and serves as the training and research arm of NAAG. 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 more than 130 trainings a year 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 Program Counsel, National Attorneys General Training & Research Institute (“Program Counsel”) is responsible for initiating, coordinating, and executing NAGTRI trainings, serving as faculty on trainings, developing new in-person and online courses, conducting research, and producing research deliverables. 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. As NAGTRI continues to grow, the Program Counsel’s role will evolve with the expectation of gaining subject matter expertise in emerging areas of interest to the AGO community. Frequent domestic travel and some international travel are inherent to this position.

The Program Counsel reports to the Director, National Attorneys General Training & Research Institute.

LOCATION:

The Program Counsel will work at NAAG’s office in **Washington, D.C.** Convenient to public transportation - Metro and Bus.

CORE QUALIFICATIONS:

- University Degree;
- Law degree from an accredited law school;
- Bar membership in a US jurisdiction;
- 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. To be considered for an interview, applicants *without* government legal/enforcement experience must address in their cover letter how their particular legal experiences will satisfy the requirements of this position;
- Quality 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;
- Experience with online education a plus.

CORE COMPETENCIES:

The 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.

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

RESPONSIBILITIES:

- Develop, execute, and serve as Lead Faculty for NAGTRI trainings as assigned, at AGOs, other locations domestically and internationally, and on online;
- Develop new courses, including focus on online curricular development, and update existing courses on topics and areas assigned based on NAGTRI's evolving needs;
- Serve as faculty at trainings, including gaining subject-matter expertise, instructing at trainings, facilitating skills-based sessions and providing substantive attendee feedback, and preparing training materials for attendee use, including PowerPoint presentations, visual aids, and substantive materials;
- 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;
- 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;
- Perform other tasks based on the needs of NAAG.

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 here.](#) Applications will be accepted through January 16, 2019.

NAAG is an Equal Opportunity Employer and values diversity.