The Maine State Bar Association (MSBA) is seeking a Membership & Continuing Legal Education (CLE) Coordinator who is passionate about the legal system and values the importance of lawyers in our society. As the Membership & CLE Coordinator, you will be responsible for assisting the Membership Director and the CLE Director in coordinating and implementing the annual dues renewal, membership meetings, and CLE programs. You will also play a vital role in the recruitment and retention of members. Our ideal candidate is a highly organized individual with excellent customer service and multi-tasking skills and the ability to prioritize tasks effectively.

Mission: The Maine State Bar Association promotes the honor, dignity, and professionalism of lawyers, advances the knowledge, skills, and interests of its members, and supports the public in a fair and effective system of justice.

Please note: Cover letter and resume must be included for application to be considered.

Job Responsibilities
Responsibilities include, but are not limited to:

Membership Recruitment & Retention
- Build and maintain quality relationships with members
- Respond to inquiries from members and nonmembers concerning membership
- Assist the Membership Director in the annual dues renewal process
- Coordinate lawyer swearings-in with the Courts, including sponsor outreach and maintenance of sponsor contact list

Membership Programming
- Assist the Membership Director in the planning and coordination of annual membership conferences, special events, law firm visits, swearings-in, and law school orientation events
- Report credits to appropriate agencies for membership meetings
- Database entry including processing membership applications and dues renewal
- Process financial payments for membership dues renewal, membership meetings, and other events
- Answer primary membership telephone line

Continuing Legal Education Programming
- Respond to inquiries from members and nonmembers concerning CLE programs
- Manage all online registrations and assist attorneys in registering for programs with all online providers, including InReach, WebCredenza, and CLE Webinars
- Assist the CLE Director in the planning and coordination of CLE programs
- Report credits to appropriate agencies for CLE programs
- Database entry including CLE registrations and evaluation forms
- Process financial payments for CLE programs and product orders
- Answer primary CLE telephone line

Position Qualifications
- High school diploma or general education degree (GED) required. Associate or bachelor’s degree preferred.
- Full-time (36.5 hours/week), in-office, non-exempt position with statewide travel
- Strong customer service and relationship-building skills
- Minimum 3-5 years customer service experience
- Excellent written and verbal communication skills
- Excellent interpersonal and organizational skills
- Ability to solve problems creatively, undertake detail-oriented work, and work well as a member of a team
- Ability to handle multiple tasks and deadlines with limited supervision in a fast-paced environment and remain calm under pressure
- Proficiency with Microsoft Office suite
- Valid driver’s license

**Compensation and Benefits**
- $44,000/year (please do not apply if salary requirement is higher for first year of employment)
- 100% employer-paid health insurance premiums
- 100% employer-paid LTD, AD&D, and life insurance premiums
- Paid holiday, vacation, and sick policy
- Employer-sponsored pension and 401K programs
- Employer-sponsored dental and vision insurance programs
- Employer-sponsored flexible spending account program