

Nebraska State Bar Association
Administrative Assistant for Continuing Legal Education

OVERVIEW

This position provides administrative assistance for the NSBA Continuing Legal Education (CLE) program and reports to the Director of Continuing Legal Education. This position performs duties such as record keeping and database management, coordination of CLEs, and answering correspondence. The ideal candidate must be able to exhibit independent judgement in order to plan, prioritize and organize a diversified workload. The ideal candidate must also be: detail oriented, resourceful, self-motivated, a good problem solver, able to proficiently communicate, flexible, team oriented, customer service focused and well organized.

ESSENTIAL FUNCTIONS

Continuing Legal Education

- ❖ Assists the Director of Continuing Legal Education and Section Coordinator with CLE.
- ❖ Coordinates, organizes and manages CLE activities, which includes creating promotional and marketing materials; registrations; timely submission of speaker materials; coordination with hotel/conference center; dissemination of information and CLE manuals; on-sight assistance; surveys; and other follow-up/coordination as necessary.
- ❖ Reports, maintains and updates course approval with the MCLE Commission.
- ❖ Organizes and prioritizes large volumes of information and calls.
- ❖ Drafts written responses or replies by phone or email when necessary and responds to regularly occurring requests for information.
- ❖ Answers phones for CLE department. Takes messages or fields/answers all routine and non-routine questions. Works in cooperation with others to cover phones.
- ❖ Works independently and within a team on nonrecurring and ongoing CLE and other events.
- ❖ Types and develops general correspondence, tables, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes to ensure accuracy and clarity of final copy.
- ❖ Supports invoicing and accuracy of CLE financials, including creating check requests, sending accounts payable, and documenting corporate credit card expenses.
- ❖ Responsible for developing and maintaining a process for keeping track of CLE.
- ❖ Responsible for updating the professional development module in the membership database with NSBA organized CLE.

Other Duties

- ❖ Other duties as assigned, including, but not limited to, assisting with processing of association dues and providing backup for front desk reception, mail duties, NSBA events and other departments.

TRAINING, EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS

- ❖ Required experience
 - MS Office (e.g., Microsoft Word, PowerPoint, Excel)
- ❖ Preferred experience
 - Survey Monkey
 - Adobe Creative Cloud (e.g., Adobe Acrobat, Adobe Photoshop, Illustrator, InDesign, XD)
 - Graphic/layout design
 - Working with membership management systems
- ❖ Full-time position, which occasionally may require overtime, evenings and weekends (e.g., Annual Meeting, CLEs, and NSBA events)
- ❖ Willing and able to learn new tasks, acquire new skills, and creatively approach problem solving
- ❖ Associate's degree required, Bachelor's degree preferred
- ❖ Some travel required

POSITION TYPE AND EXPECTED HOURS OF WORK

The position is non-exempt. Normal days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

TO APPLY

Send resume and cover letter to Sam Clinch, 635 S 14th Street Suite 200, Lincoln, NE 68508 or sclinch@nebar.com by **July 13, 2018**.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the organization. The NSBA recognizes that duties and responsibilities change for a variety of reasons. Every effort will be made to update job descriptions to reflect these changes.