

Position Available: Director, Legal Professional Development

The Akron Bar Association is seeking a Director to manage its educational programming for members.

Major Responsibilities:

The Director, Legal Professional Development plans, develops, and administers Ohio Supreme Court-certified continuing legal education programs for the legal professional who seeks to enhance his/her professional standing as well as non-certified programs that meet the professional growth needs of our members. The incumbent will develop and maintain partnerships with organizations/businesses to enhance the reach of ABA professional development programs. This will include law firms, governmental/educational organizations, and the associations/groups of other professions (e.g. accounting, medicine, legal, etc.) that require licensure as well as other CLE-certifying bodies in the United States. These programs are presented in a variety of delivery formats (We use Zoom regularly and are shifting to a hybrid model of program delivery as we prepare for life after the pandemic.) and the incumbent advocates for each. The incumbent works collaboratively with stakeholders and staff.

The ideal candidate willingly embraces technology, is able to exercise independent judgment, is capable of creating and developing partnerships, is keen for details, and is able to prioritize and manage multiple projects simultaneously.

Qualifications:

Bachelor's degree in a related field and/or a minimum of two (2) years of experience in planning and facilitating continuing education and professional development programs. Paralegal education/certification or law degree are definite pluses! In addition, the ability to coordinate complex projects, work with volunteers, communicate effectively both in writing and verbally, and multitask are qualities that that will prove successful for the person in this role. The incumbent must possess excellent customer service skills, the ability to work with volunteers, computer skills and the ability to communicate effectively both in writing and verbally.

Interested persons should submit a resume and letter of interest detailing salary expectations along with their skills and abilities that will help them succeed in this position. Application documents should be submitted electronically to C. Allen Nichols, Executive Director via email at callen@akronbar.org. No phone calls please. The position is available until filled, but applicants applying by March 25, 2022 will receive first consideration.