State Bar of Nevada
Job Description

Job Title: Continuing Legal Education & Programs Manager
Department: Continuing Legal Education (CLE)
Reports To: CLE Director
FLSA Status: Exempt
Prepared Date: 2014
Date Last Modified: July 2022

Summary: The position will work with the Continuing Legal Education Director to identify and manage educational programs offered through the state bar. This position is also directly responsible for management of educational pipeline programs and state bar practice-specific sections.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Manages CLE Programs

- Works closely with Diversity Manager to develop programming needs and speakers for diversity, equity, and inclusion programs.

- Develops and disseminates CLE surveys, analyzes data, and identifies areas for improvement or future programming needs.

- Using data analytics, develop marketing messages and targeted audiences to sell CLE products.

- Facilitates CLE programming, by:
    - Communicating with identified CLE program speakers, setting deadlines and expectations for upcoming programs, compiling presentation materials, and delivering materials to attendees in advance of live seminars.
    - Setting up classroom in advance of live seminars, assists speakers with AV needs, completes food and beverage orders, and assists attendees with registration.
    - Proctoring all CLE programs. For virtual programs introduce speakers, manage Q&A and chat rooms, close sessions.
    - Managing the technical aspects of CLE programming including product entry into CLE database. Troubleshoots user issues related to videoconference, live program streaming, and accessing recorded content online.
    - Completing post-seminar duties including reporting of earned CLE credits, providing access to recorded content, and course reconciliation.

- Delegates tasks as needed to administrative support personnel.

- Interfaces directly with customers through email and telephonic communications. Provides excellent customer service to individuals seeking assistance through the state bar.

Manages State Bar Programs

- Administers educational pipeline programs that bring awareness of the legal profession, including expansion of the high school mock trial program to diverse student populations.

- Manages state bar sections by interfacing with section leaders, identifying and carrying out educational programs, developing section budgets, and suggesting best use of section funds.

Supervisory Responsibilities
This position has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education/experience, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Bachelor's Degree and at least five years prior related work experience.

Knowledge, Skills, and Abilities
- Ability to "self-start" and work with minimal supervision.
- High level of professionalism and excellent customer relations and communication skills, both verbal and written, for dealing with members of the public and attorneys.
- Microsoft Office proficiency.
- Problem solving and decision-making skills.
- Ability to build trust-based relationships with organizational, community, and judiciary leaders.
- Clerical and organizational skills.
- Administrative skills, including ability to organize workload and effectively manage several areas of responsibility.
- Ability to work in a variety of capacities.
- Ability to determine priorities and advise supervisors when conflicts in priorities exist.
- Ability to maintain composure in stressful situations.
- Ability to monitor and assess performance of self and others to make improvements or take corrective action.
- Ability to learn and adapt to new technology.
- Ability to manage one's own time and the time of others.