



Position Description

Position: Coordinator, Education
Department: Education
Reports to: Manager, Education

ABOUT DRI

DRI is the leading organization of defense attorneys and in-house counsel. Membership in DRI provides access to resources and tools for attorneys who strive to provide high-quality, balanced and excellent service to their clients and corporations. DRI is host to 29 substantive committees whose focus is to develop ongoing and critical dialogue about areas of practice. DRI provides access to resources and tools to grow your practice – members can search a database of more than 65,000 experts, attend renowned CLE seminars, conferences and webcasts, network with 20,000+ like-minded defense practitioners and more.

POSITION SUMMARY

The Education Coordinator will provide support to the Education Department that manages and executes over 30 in-person seminars annually and multiple online programming events including webinars and on-demand programs. This position will provide seminar planning support to DRI's Substantive Law Committees (SLCs) during the course of seminar development and creation, marketing and execution.

KEY RESPONSIBILITIES

Key duties and responsibilities include, but are not limited to:

- Schedules and attends Microsoft Teams meetings with key volunteer groups to assist with development of seminar programming.
- Assists with in-person seminar preparation and execution.
- Reviews and edits for format all seminar manuscripts and Power Point Presentations.
- Coordinates with multiple departments to publish seminar agendas and content information on the DRI website and DRI App.
- Assists with setting up speaker travel and registration for seminars.
- May assist with applying for and reporting continuing legal education ("CLE") credit in various US jurisdictions.
- Perform a variety of seminar-related activities such as creating badges, attendee rosters, and DRI app content, and providing on-site seminar support when required.
- Interact with DRI leaders and volunteers.
- Will work on post-seminar evaluations and communications concerning same.
- Answers general seminar and education questions, calls and emails.
- Performs other duties as assigned.

QUALIFICATIONS

- Bachelor's degree required (minimum)
- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills



- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office Suite or related software
- Proficiency with or the ability to quickly learn the iMIS database
- A minimum of three years of association management experience preferred

WORKING CONDITIONS

- This position works 37.5 hours per week Monday through Friday around core business hours
- Some travel may be required

EQUAL OPPORTUNITY EMPLOYER

DRI provides equal employment opportunity without regard to race, color, creed, gender and gender identity or expression, age, mental or physical disability, medical condition, including pregnancy and childbirth, religion, national origin, marital status, sexual orientation, ancestry, genetic information, political belief or activity, veteran or military discharge status, or any other basis protected by local, state or federal law and regulations under Title VII.

The policy applies to all employment practices, including but not limited to recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

BENEFITS

- Life Insurance
- Medical Insurance
- PPO/HRA, PPO/HSA, Prescription Drug Program, HMO, and Prescription Drug Copay are available
- Dental Insurance
- Vision Insurance
- Short-Term and Long-Term Disability
- Work/Life Balance Program
- Identify Theft Insurance
- Up to 15 vacation days per year, which accrue monthly
- Up to 12 sick days per year, which accrue monthly
- Up to two personal days per year

Updated: September 2023