



## PROGRAMMING COORDINATOR

### 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 Programming Coordinator will provide support to the Programming Department that manages over 30 in-person seminars annually and multiple online programming events including webinars, on-demand programs, and podcasts. This position will also provide administrative support to DRI's 29 Substantive Law Committees (SLCs) that develop programming for the organization.

### KEY DUTIES AND RESPONSIBILITIES

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

- Updates and maintains committee rosters in iMIS database
- Runs reports out of the iMIS database
- Schedules conference calls and Zoom meetings with key volunteer groups
- Applies for and reports continuing legal education (“CLE”) credit in various US jurisdictions
- Generates CLE certificates for attendees
- Assists with in-person and virtual seminar preparation
- Assists with committee fly-in meetings
- Answers general programming, committee, and CLE inquiries/calls/emails
- Performs other duties as assigned.

### QUALIFICATIONS

- 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
- Bachelor's degree required
- A minimum of three years of association management experience preferred

#### WORKING CONDITIONS

- This position works 40 hours per week Monday through Friday around core business hours.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

#### 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, 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 10 vacation days per year, which accrue monthly
- Up to 12 sick days per year, which accrue monthly
- Up to two personal days per year