



Position Description

Position: Senior Coordinator, Programming

Department: Programming

Reports to: Senior Manager, Programming

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 and webinars, network with 20,000+ like-minded defense practitioners and more.

POSITION SUMMARY

The Senior Coordinator, Programming oversees seminar planning for DRI's Substantive Law Committees (SLCs). Seminar planning includes but is not limited to: (i) seminar development and creation; (ii) seminar marketing; (iii) seminar execution, and (iv) onsite meeting logistics and management of facilities, food and beverage, audiovisual, security and other vendors as well as bill reconciliation. Overall, the Programming Department handles approximately 30 in-person seminars annually and multiple online programming events including webinars and on-demand programs.

KEY RESPONSIBILITIES

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

- Schedules and attends meetings with key volunteer groups to assist with development of seminar programming.
- Assists with in-person seminar preparation and execution including meeting planning functions.
- 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.
- Performs a variety of seminar-related activities such as creating badges, attendee rosters, and DRI App content, and providing on-site seminar support.
- Coordinates onsite meeting logistics and management of facilities, food and beverage, audiovisual and other on-site duties.
- Interacts with DRI leaders and volunteers.
- Works 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)
- Prior meeting planning, conference coordination, or event management experience (or CMP) strongly preferred
- A minimum of three years of association experience preferred
- Excellent verbal and written communication skills
- Excellent organizational, interpersonal, negotiation, and conflict resolution skills
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Acts with integrity, professionalism, and confidentiality



- Proficient with Microsoft Office Suite or related software
- Proficiency with or the ability to quickly learn the Re:Members AMS and CE21 LMS

WORKING CONDITIONS

- This position works 37.5 hours per week Monday through Friday around core business hours
- Some travel is required (roughly 8-10 times per year; 3-4 days at a time)
- Must be able to lift 15 pounds at times
- This is a hybrid position, with a full-time employee working 37.5 hours per week Monday through Friday in Chicago, which currently includes three (3) office days per week, with Tuesday and Wednesdays as a mandatory office days.

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

Salary Range: \$50,000 to \$55,000

- 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
- Identity 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

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