



JOB ANNOUNCEMENT

Title: Program Attorney
Department: Institute of Continuing Legal Education of State Bar of Georgia (ICLE)
Supervisor: ICLE Assistant Director
Location: Atlanta, Georgia
Classification: Full-Time/Exempt

SUPERVISORS AND ORGANIZATIONAL STRUCTURE

This position falls under the Institute of Continuing Legal Education Department.

This position reports directly to the assistant director and may report indirectly to the ICLE Director.

STATEMENT OF PURPOSE:

The program attorney customarily and regularly exercises discretion and independence in planning, developing, marketing, and administering continuing legal education (CLE) programs for attorneys to support their professional growth and development. The program attorney must have the ability to work collaboratively and independently on projects, from conception to completion, and be able to work under pressure at times to manage a wide variety of activities.

DUTIES:

Programmatic Operations

1. Along with the ICLE director and assistant director approves approximately 100 CLE programs annually by independently reviewing, critiquing, and editing proposed agendas and program materials.
2. Determines speaker eligibility.
3. Calculates general and specialty credits.
4. Collaborates with assistant director to calendar CLE programs at Bar Center in Atlanta by collecting interest and information from program chairs, program coordinators, and the 3rd Floor Conference Center.
5. Researches and determines propriety of proposed CLE programs and sessions.
6. Collaborates with program coordinators on an ongoing basis to ensure that CLEs are executed seamlessly.
7. Researches accreditation processes for State Bar of Georgia, bars of other jurisdictions, and related continuing education bodies. Drafts and files applications and course descriptions with accrediting bodies. Monitors and secures accreditation.
8. Works with the Learning Management System Administrator and Content Team to update and maintain ICLE's on-demand catalog.
9. Works with the assistant director to ensure that programs are appropriately staffed.
10. Works with the assistant director to ensure that registrants have access to course materials.
11. Works with the assistant director to ensure that staff, chairs, speakers, contractors and registrants receive prompt and clear communications.
12. Advises program chairs and speakers to ensure oral presentations and written materials meet accreditation standards.
13. Stays current on issues and regulation changes in CLE and informs director and Bar executives on the

various changes.

14. Monitors, proofreads, edits and approves work of Learning Management System Administrator and ICLE publications (agendas, course materials, marketing statements, social media posts, etc.).
15. Analyzes and reviews proposed presentations to ensure they foster among the members of the Bar of this state the principles of duty and service to the public; improve the administration of justice; and advance the science of law.

Miscellaneous

1. Proactively engages in cross-functional partnerships to identify and implement initiatives to increase departmental effectiveness and efficiency.
2. Creates and maintains department resource materials, policies and procedures.
3. Collaborates with ICLE team members and several departments within the organization.
4. Provides timely and personal attention to the public, and to the State Bar of Georgia staff, members and volunteers.
5. Complies with State Bar of Georgia policies.
6. Performs such other activities and responsibilities as assigned by the Director in furtherance of the goals of ICLE.

ESSENTIAL FUNCTIONS:

1. Possesses strong organizational, project management and problem-solving skills with impeccable ability to manage and prioritize numerous tasks.
2. Demonstrated ability to communicate clearly and effectively, both orally and in writing, including editing work for spelling and grammar, with high attention to detail.
3. Demonstrated ability to improve processes, research continuing legal education programs and implement best practices.
4. Demonstrated ability to organize and prioritize work in a dynamic and complex environment to meet deadlines and daily requirements.
5. Ability to think strategically and problem solve with all levels of attorneys and professional staff.
6. Ability to provide quality service to both internal and external contacts regarding both routine and complex matters.
7. Demonstrated ability to work effectively with others in a cooperative manner to accomplish work and participate in team efforts to complete projects and resolve problems.
8. Demonstrated ability to represent the Bar with professionalism and honesty, while consistently acting in an ethical manner.
9. Self-motivated and able to work independently with minimal supervision.
10. Willingness to build relationships and collaborate across the broader Bar, with members of leadership, and across administrative functions.
11. Subject to in-person supervision and is expected to perform their job in the State Bar Atlanta office unless managing or supporting a meeting/event that takes place away from the Atlanta office or approved by the ICLE Director or Assistant Director in compliance with State Bar policy.

COMPUTER, SOFTWARE, EQUIPMENT:

1. Proficient in Microsoft Office applications: Word, Excel, Teams and Outlook. Ability to become familiar with department and organization specific programs and software.

EDUCATION, TRAINING AND EXPERIENCE

1. Juris Doctor
2. Prior work experience in law firms, government legal departments or bar associations.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position requires physical labor, to include lifting or standing for extended periods of time, as well as the ability to work early mornings, weekends and evenings, as needed.

The State Bar of Georgia is a non-smoking environment.

How to Apply:

- Send an email with your resume and cover letter attached to HR@gabar.org
- Please type **"PROGRAM ATTORNEY"** as the subject line of the email
- Please make sure the cover letter explains your interest in the position, a summary of your work experience, your contact information, and at least three professional references.
- Deadline for applications: Until the position is filled

About the State Bar of Georgia: *The State Bar of Georgia, with offices in Atlanta, Savannah and Tifton, was established in 1964 by Georgia's Supreme Court as the successor to the voluntary Georgia Bar Association, founded in 1884. All lawyers licensed to practice in Georgia belong to the State Bar. Its more than 56,000 members work together to strengthen the constitutional promise of justice for all, promote principles of duty and public service among Georgia's lawyers, and administer a strict code of legal ethics.*