



State Bar of Georgia

Job Announcement

Title: ICLE Program Coordinator
Department: Institute of Continuing Legal Education (“ICLE”)
Location: Atlanta
Classification: Full-Time/Non-Exempt
Supervisor: Programs Manager

Statement of Purpose:

The program coordinator facilitates the development and production of continuing legal education (CLE) programs for members of the legal profession.

Essential Functions of the Job:

Program Planning

- Coordinate and support the development and logistics of in-person and virtual continuing legal education programs.
- Coordinate the administrative details of continuing legal education programs from program assignment to closeout.
- Collaborate on the marketing of assigned ICLE programs.
- Consistently monitor the ICLE program schedule and communicate with fellow staff members to anticipate the needs of program chairs, program speakers and program attendees.
- Communicate with attorneys and senior-level management to support the development of agendas for education programs.
- Prepare budgets for programs and communicate with program chairs, section leaders and State Bar departments regarding proposed funding.
- Execute program day logistics.
- Collaborate with co-workers in ICLE and in other State Bar of Georgia departments.
- Collaborate with several departments within the State Bar of Georgia, as necessary.
- Ensure the accurate and timely delivery of contracts, bills and expense reports to the appropriate Bar staff.

Other

- Support Bar staff in any assigned responsibilities.
- Manage and prioritize voluminous workload.
- Work as part of a team; interact with and support State Bar of Georgia staff, members and volunteers.

- Comply with State Bar of Georgia policies.
- Available to provide timely and personal attention to the public, and to State Bar of Georgia staff, members and volunteers.
- Complete other duties as assigned.
- Employee is subject to in-person and remote supervision and is expected to perform his/her job in the State Bar of Georgia office or from an approved remote location, unless managing or supporting a meeting or event that takes place away from the office.

Technical Skills:

- Proficiency in Microsoft Office applications: Word, Excel, PowerPoint, Outlook and Teams. Ability to become familiar with organization-specific programs and software.

Education, Training, Experience and Skills:

- Bachelor's degree or comparable experience.
- Substantial experience and familiarity with corporate or professional services event and or meeting planning.
- Experience in law firms, government legal departments or bar associations preferred.
- Ability to work under pressure and adhere to deadlines.
- Excellent collaboration and organizational skills, including the ability to prioritize and manage multiple projects; strong attention to detail.
- Excellent interpersonal, client service, and written and verbal communication skills
- Strong customer service communication and organizational skills.

How to Apply:

- Send an email with your resume and cover letter attached to HR@gabar.org
- Please type "**Program Coord**" 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 upon request, submit at least three references.
- Deadline for applications: **July 17, 2026**

***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.*

July 2026