

JOB DESCRIPTION

TITLE: CLE Program Specialist

DEPARTMENT: Content Production

EMPLOYMENT STATUS: Part-Time

FLSA STATUS: Exempt or Non-Exempt

REPORTS TO: Director of Content Production

EFFECTIVE DATE: April 24, 2025

JOB SUMMARY:

Part-time exempt employee to develop timely webcasts for practicing lawyers and related professionals for a national continuing legal education (CLE) organization.

Objectives include, but are not limited to, creating and managing video webcasts for practicing lawyers, coordinating with ALI CLE staff as needed. Recognize key areas in fields of law, including trending areas, and understand enough law to develop timely topics and identify qualified volunteer faculty for CLE webcasts. Must be able to collegially lead and guide outside volunteer faculty to shape programs; manage multiple details; create marketing copy; and deliver programs and materials completely and on time.

This is a part-time position averaging 15 hours per week, with an expectation to produce at least two webcast programs per month.

ESSENTIAL DUTIES:

The following is a list of essential duties, which may be subject to change at any time and without advance notice. Management may assign new duties, reassign existing duties, or eliminate a function.

- Working with Director of Content Production and others, develops CLE webcasts for practicing lawyers and related professionals, primarily one to two hours in length.
- In addition to topics assigned internally, identifies and proposes new webcast topics for production, with the goal of producing at least two webcasts per month.
- Recruits qualified volunteer faculty to lead webcasts and provide suitable materials; keeps faculty on track for timely submission of program descriptions and materials; responds promptly to faculty questions or needs.
- Prepares for each webcast by gaining some familiarity with topic and practice area.
- Sets and meets webcast production deadlines; seeks and applies opportunities to enhance the success and value of each program.
- Drafts complete and marketable program descriptions and promotional copy.
- Reports regularly to Director of Content Production; works closely with entire Content Production team as well as other internal staff as needed.
- Coordinates webcast AV set-up and details with ALI CLE's Multimedia Manager.
- Provides feedback after each webcast to Director of Content Production and to faculty (by e-mail); notifies internal staff of any customer complaints or technical issues.
- Participates in monthly online team planning and marketing meetings.
- Attends online advisory panel calls.

DISCLAIMER: The information included in this position description is designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

- Perform other related duties as assigned to meet organizational goals and objectives.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelor's degree required; J. D. preferred.
- Legal or other professional practice experience preferred.
- Continuing legal education or lawyer professional development experience preferred.
- Experience producing professional education programs preferred.
- Minimum of three years current experience in a professional capacity that would relate to the "Essential Duties" outlined herein.

Other Skills/Abilities:

- Self-motivated and self-regulating individual, preferably with a law or CLE background
- First-rate relationship building skills.
- Excellent time management, document management, and people management skills.
- Ability to handle high volume, short deadlines, and volunteers who primarily practice law and secondarily donate their time.
- Ability to understand legal concepts, regulations, statutes, opinions and trends to a degree that enables good seminar design and marketing.
- Interest in current events, law, legal practice, CLE, and marketing.
- Basic social media skills, including LinkedIn.

Technical Skills:

- Proficiency with Microsoft Office (Word, Outlook, Excel, PowerPoint, and Teams), Zoom, ChatGPT, and cloud sharing technology.
- Aptitude and willingness to learn and use proprietary software, as needed.

PHYSICAL REQUIREMENTS:

Prolonged periods of sitting at a desk and working on a computer.
Must be able to stand or sit for extended periods.