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NOTICE OF JOB OPPORTUNITY

Announcement Date:	September 8, 2023
Entity:	New Mexico State Bar Foundation
Closing Date:	Until Filled
Position:	Administrative Assistant/Coordinator
Salary:	\$17-\$20 per hour depending on experience and qualifications
Location:	Albuquerque, NM

POSITION OVERVIEW

New Mexico State Bar Foundation Center for Legal Education seeks a full-time, Administrative Assistant/Program Coordinator for the Center for Legal Education Program. The Foundation is a non-profit New Mexico accredited CLE course provider dedicated to providing high quality, affordable educational programs to the legal community. Center for Legal Education offers a full range of educational services including live seminars, live webcasts, live replays, national series teleseminars and online self-study videos. Visit www.sbnm.org/CLE-Events.

The successful applicant must have excellent administration, customer service, computer, and communication skills. Must be able to manage multiple projects and deadlines. Minimum high school diploma plus 1 year of related work experience required. Generous benefits package. \$17-20 per hour, depending on qualifications. To be considered, submit a cover letter and resume to hr@sbnm.org. EOE. *See below for details and application instructions.*

DUTIES AND RESPONSIBILITIES

As part of the CLE team, works to support a wide variety of educational programs and the customer experience. This position involves activities requiring excellent customer service, the ability to meet deadlines with accuracy and attention to detail, and proficiency in several software programs.

- Serves as primary point of contact for customers seeking assistance with registration, payment, course access, and other needs via email, telephone, or in person.
- Supports production of live and virtual programs:

- Handles onsite logistics for attendees including room setup, registration, any relevant announcements/introductions, sign-in and sign-out periods, certificates of completion when requested, as well as food and beverages as needed.
- Takes care of speaker needs on site when applicable.
- Works with videographer and third-party provider regarding speaker/presentation needs.
- Places agendas in proper format for design.
- Sends course listings to appropriate internal departments prior to publication.
- Communicates with program liaison regarding Center for Legal Education policies, procedures, and responsibilities, as needed.
- Attends planning meetings as necessary.
- Sets up registration in the database and within the State Bar website.
- When applicable, makes travel arrangements or assists in arranging travel for speakers.
- Files credits with MCLE for attendees and speakers within 30 days.
- Sends evaluation to attendees and speakers.
- Ensures that webcasts and webinars are set up properly and attendees receive access link.
- Ensures that webcasts and webinars are functioning properly and that attendee questions are being provided to presenters.
- Sends teleseminar materials to attendees via email.
- Performs general administrative tasks.
 - Prepares check requests, credit card expense reports, refund requests and other paperwork as needed.
 - Conducts research and compiles statistics upon request.
 - Participates in and supports the State Bar team in providing and improving services to members and the public.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

- High School Diploma or equivalent certification plus one years' work experience in a related field, demonstrating the skills and abilities to competently perform tasks comparable to essential functions of this position required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent customer relations and communication skills, both verbal and written, for dealing with members of the public and attorneys.
- Clerical and organizational skills needed for program administration.
- Administrative skills, including ability to organize workload and effectively manage several areas of responsibility.
- Ability to work in a variety of capacities.
- Ability to determine priorities and advise supervisors when conflicts in priorities exist.
- Ability to maintain composure in stressful situations.
- Knowledge of or comfort with learning new technologies.

SCHEDULE

- Works a regular Monday through Friday schedule, occasional evening, or weekend work.
- This position is currently eligible for partial telecommuting. Partial telecommuting may not be always available throughout the year, based on work needs.

CONDITIONS OF EMPLOYMENT

- Employees must be United States Citizens or eligible to work in the United States.
- Employment with the State Bar is on an "at-will" basis.
- Employees are required to adhere to all State Bar policies and procedures.
- The Bar Foundation provides reasonable accommodation to applicants with disabilities.

BENEFITS

The State Bar Foundation provides a generous benefits package to full-time employees including:

- Twelve paid holidays
- Paid Time Off (PTO) in the amount of 20-32 days per year, depending on length of service.
- Benefits plans including:
 - Health and Dental Insurance
 - Group life insurance
 - Flexible Spending Account
 - Other optional insurance
- Retirement Savings (401k)
- Wellness Benefit Program
- Employee Assistance Program

APPLICATION INFORMATION

Qualified applicants **must submit a cover letter and resume by email to hr@sbnm.org**

*Please use the following naming convention in your subject line:
"Your Name" – CLE Program Coordinator*

Illegible, incomplete and/or incorrectly submitted applications may result in loss of consideration for the position. Zip files will not be accepted. Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The State Bar of New Mexico reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the State Bar may select a candidate from the original qualified applicant pool.

By submitting an application, you are certifying that information set forth in your application is true and complete. Any falsified or misrepresented statements in any detail, at any time during the pre-hire process shall be considered sufficient cause for disqualification from further consideration for hire or for dismissal at any time, if employed.

This position is not eligible for relocation assistance.

THE STATE BAR OF NEW MEXICO IS AN EQUAL OPPORTUNITY EMPLOYER