

Attorney Development Coordinator

Position Type: Full Time

Department: Attorney Development

Reports to: Director of Attorney Development

POSITION SUMMARY

The Attorney Development Coordinator is responsible for the support and coordination of a wide range of professional development programs and initiatives including the implementation of Jackson Walker's professional skills curriculum, transactional practice substantive skills program, and updates to practice area benchmarks and e-learning library. The Attorney Development Coordinator will work collaboratively with the Attorney Development (AD) team to create and execute professional development activities in an agile environment aimed at meeting the goals of Firm Management in attorney training, feedback, retention and promotion.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Work with AD Manager and AD Program Manager to research, develop, budget and deliver annual AD core curriculum programs for Associates and Summer Associates.
- Coordinate and assist with production of the annual Attorney Development Training Curriculum, including, but not limited to:
 - New Fall Associate Orientation Program
 - Critical Skill Series
 - Business Development Mentor Program
 - Emerging Leaders Program
 - Pathway to Partnership Program
 - New Partner Orientation
- Provide administrative support of and coordinate programming for the formal Mentor Program.
- Coordinate production of internal CLE programs including, but not limited to, scheduling and facilitating monthly internal programs and working with outside vendors to present CLE on relevant practice specific topics. Handle CLE credit for Jackson Walker produced programs and answer attorney questions regarding CLE requirements.
- Coordinate transactional training programs with outside consultants on topics including, but not limited to, Contract Drafting, Negotiation Skills, Business Acumen and Financial Literacy.
- Assist with the Associate Benchmark application to ensure benchmarks are kept current.
- Organize e-learning subscriptions and programs, ensuring content is current, organized, and functioning as expected in the Firm's LMS and On-Demand Learning Library.
- Organize links and resources on department web pages on internal portal.
- Assist with content, design and distribution of quarterly department newsletter.
- Build relationships with Associates and Practice Group Leaders at the firm and members of the legal professional development community.
- Remain aware of trends in the legal market.



- Perform other work-related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- 2 years of experience in a law firm or professional services office
- Strong interest and experience in attorney professional development or other professional services
- Must be detail-oriented with strong execution and organizational skills in a fast-paced environment
- Deliver prompt response to requests
- Demonstrate excellent problem-solving skills
- Exemplary verbal and written communication skills
- Demonstrate the ability to think critically and show initiative
- Ability to handle confidential documents and information appropriately
- Contribute to and execute the goals of the team
- Skills in web design and general HTML knowledge a plus
- Travel to other Jackson Walker offices may be required

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

Working Conditions: Normal office environment with little exposure to excessive noise and temperature.

