

Professional Development & Training Assistant

Professional Development Department

Summary:

The Professional Development & Training Assistant will be responsible for supporting firm-wide legal training through associate milestone seminars and Professional Development initiatives.

[Email Resume Here to Apply](#)

Qualifications:

- A minimum of one year of administrative assistant experience in a fast-paced professional environment is required.
- Excellent written, oral communication and interpersonal skills.
- Proven organizational skills.
- Highly responsive and service oriented.
- Strong attention to detail.
- Strong computer skills and exposure to database search and data entry, preferably a learning management system. (Knowledge of viDesktop is a plus.)
- Proficiency in Word, Excel, PowerPoint, and Outlook required.
- Proactive and able to make recommendations for improving processes and procedures.
- Ability to multitask efficiently.
- Ability to interact in a professional manner with attorneys and other personnel at all levels.

Duties and Responsibilities:

- Assists with training program logistics including; scheduling rooms and creating virtual platform links, creating/sending invitations, tracking program attendance, uploading post-program data into relevant databases, coordinating with Client Services and AV teams as needed.
- Responsible for the maintenance of spreadsheets, charts, calendars and databases for Professional Development training initiatives.
- Provide administrative assistance for firm-wide programming, organizing physical materials, setting up rooms and spaces.
- Draft monthly communications of upcoming training programs, maintaining list of past program recordings and other information.
- Request CLE for Professional Development programs.
- Perform other duties as needed.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Non-Exempt

Reports To: Senior Manager of Professional Development & Training

Workplace Type: Hybrid

Salary range of \$54,000- \$76,000.

Qualifications (Continued):

- Ability to work in a collegial team environment, as well as to take initiative and work independently.
- Bachelor's degree preferred.

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