



Illinois State Bar Association Seeks

CLE Director

sidebar

Bar type
**State -
Voluntary**
Location
Springfield, IL
Members
28,000+
Web Site
isba.org

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The Illinois State Bar Association (ISBA), the premier legal association in the state, is seeking a legal professional to serve as its director of Continuing Legal Education. This is a hybrid position based in the bar's Springfield headquarters.

As a voluntary organization of more than 28,000 members, the ISBA assists Illinois lawyers in the practice of law and promotes improvements in the administration of justice. The association engages in many important activities on behalf of the profession, including proposing and shaping legislation, educating the public, and supporting the courts and the rule of law.

Duties

Key responsibilities include:

- Developing and coordinating CLE programming in conjunction with section councils and committees
- Implementing and coordinating appropriate methods to deliver CLE programming, including live on-site programs and programs presented via electronic media
- Managing CLE staff
- Serving as staff liaison to the Committee on Continuing Legal Education and other function related committees

This position also serves as a member of the senior management team.

Qualifications

Education & Experience

- Law degree required; experience in the practice of law and the field of education are preferred
- Excellent customer service, organizational, and record keeping skills Management experience

Skills & Abilities

- Ability to work well in a team setting
- Ability to handle extensive administrative duties in a fast-paced environment
- Ability to handle multiple projects at once
- Ability to work well and communicate effectively with people, particularly professionals
- High level of initiative
- Great attention to detail
- Excellent work ethic
- Ability to travel frequently

Salary & Benefits

Competitive salary and comprehensive benefits package, including employer paid health, life and disability insurances, and staff profit sharing plan and 401(k)

To Apply

Interested qualified candidates should send a cover letter and resume to resumes@isba.org.

EOE