



Virginia Law Foundation Virginia CLE®

Program Planner

Join our team! The Virginia Law Foundation (VLF) is looking for an experienced Program Planner to help plan and execute programming for continuing legal education.

The VLF is a 501(c)(3) nonprofit organization dedicated to promoting the Rule of Law, access to justice, and law-related education. Since 1984, the VLF has awarded more than \$30 million in grants to underwrite projects that facilitate our mission throughout the Commonwealth. Virginia CLE is the education division of the VLF and is the leading provider of continuing education (CLE) to the Virginia legal community.

The Program Planner is responsible for planning, coordinating, and overseeing Virginia Law Foundation's in-person seminars, webinars, and phone conferences for attorneys, enabling them to obtain CLE credits as required for ongoing licensure, and continuing education credits for other professionals, such as law students, CPAs, insurance agents, and professionals related to the practice of law. This role involves identifying relevant legal topics within an assigned portfolio for the purpose of developing new seminars. The Program Planner is also responsible for establishing and maintaining relationships with legal experts who serve as faculty or potential faculty.

The successful applicant will work on-site four days per week at our beautiful office in Charlottesville, Virginia, and will work remotely on Fridays, if desired. Our full-time team members enjoy a competitive salary and an outstanding benefits package, which includes:

- Competitive health insurance, dental, and vision plans
- Paid holidays and a generous paid time off program
- 403(b) pension plan with employer contribution annually after one year of service
- Employer-paid life insurance and disability

To apply, please email your resume and a cover letter indicating salary requirements to tmoore@virginalawfoundation.org.

Position Summary

The Program Planner is responsible for planning, coordinating, and overseeing the VLF's in-person seminars. This role involves developing highly relevant educational seminars, ensuring compliance with CLE accreditation standards, and maintaining relationships with legal experts who serve as faculty or potential faculty. Responsibilities also include fiscal management of programs as well as

oversight of venues and related contracts. Residency in the metropolitan area of Charlottesville, Virginia is preferred, but a willingness to commute will be considered. Working on-site at our Charlottesville office Monday–Thursday will be required. Competitive annual base salary range of \$72,000–\$82,000 commensurate with experience.

Education Required

Education: Bachelor's degree in legal studies, education/training, communication, or related field. Juris Doctor, a plus. A combination of other educational achievement and extensive directly related experiences may be considered.

Experience: With a Juris Doctor degree and active or associate membership in the Virginia State Bar, 1 year of experience in continuing legal education, professional development, educational events, conference planning, or related field preferred but not required. With a bachelor's degree, a minimum of 5 years of experience in continuing legal education, professional development, educational events, conference planning, or related field.

Knowledge, Skills, and Abilities

- Knowledge of the principles of continuing educational programs.
- Knowledge of best practices in event or conference planning.
- General understanding of accreditation processes and standards; knowledge of CLE requirements preferred.
- Knowledge of the legal industry and trends in legal practice.
- Strong negotiation, time management, organizational, and project management skills with outstanding attention to detail.
- Proficiency in Microsoft Office and competency in the delivery of webinars and on-line presentations through audio-visual technology.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities in a fast-paced environment while achieving high levels of participant satisfaction.
- Ability to develop rapport and communicate appropriately with professionals and VIPs.

Personal Attributes

- A team player who is collaborative and innovative, with a passion for the organization's mission.
- Adaptable, able to work effectively under pressure or in crisis communication situations.
- A self-starter with a strong work ethic possessing a high degree of initiative and accountability.
- Flexible and able to work outside traditional office hours when required.

Responsibilities

1. Program Development and Management

- Develop and oversee a diverse range of in-person, virtual, and hybrid CLE seminars.

- Serve as the primary point of contact for live seminars he/she/they developed.
- Work closely with faculty to coordinate course description, program expectations and timelines, written materials, and other program details.
- Research and maintain current knowledge of legal developments to ensure that existing and new CLE programs address the most relevant and timely topics.
- Draft correspondence, seminar brochure advertising copy, and other materials necessary to plan, promote, present, and evaluate the seminars.
- Select appropriate program venues and negotiate on food and beverage, A/V, and other fees to control costs.
- Work with various Virginia State Bar Sections and planning committees on large, annual programs.
- Coordinate with Program Specialist on program details to ensure all aspects of a program are properly executed.
- Other duties as assigned.

2. Stakeholder Management

- Collaborate with legal experts, speakers, and industry leaders to ensure high-quality content.
- Maintain positive working relationships with various personnel and sections of the Virginia State Bar and the Virginia Bar Association.

3. Logistics

- Attend and host in-person programs, which includes opening and closing the program, introducing faculty (unless moderator is designated to do so), coordinating with A/V, monitoring questions, and assisting attendees. (Requires occasional travel throughout Virginia).
- Expediently manage any issues that arise during the event, maintaining decorum and professionalism.

4. Evaluation and Improvement

- Collect and analyze participant feedback and program data to assess effectiveness.
- Continuously improve content and implement updates to existing annual programs to ensure program excellence.

Equal Employment Opportunity

Virginia Law Foundation is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We will not discriminate against applicants or employees on the basis of race, color, religion, national or ethnic origin, age, sex, pregnancy (including childbirth or related medical condition), disability, genetic information, gender identity, military status, citizenship, or any other class protected by applicable law. The Virginia Law Foundation reserves the right to alter, change, modify and/or terminate this job posting at any time without notice or obligation to any party.