

Program Coordinator

The Illinois Supreme Court Commission on Professionalism seeks a creative, innovative lawyer interested in a unique part-time opportunity to support our legal profession through educational programs and other initiatives. The ideal candidate will have excellent written and oral communication skills, at least five years of legal experience, a demonstrated commitment to professionalism, and demonstrated leadership skills including organizing, coordinating, problem solving, decision-making and interpersonal skills necessary for effective management of programs. The position will entail approximately 15 hours per week, and occasional evenings and travel may be required.

Responsibilities of the Program Coordinator will include:

Researching and collecting professionalism information and resources from across the country and internationally and establishing access to such materials;

Assisting Commission staff in the review and approval, and assisting providers in the development of quality courses in the area of professional responsibility CLE;

Organizing and implementing the law school orientation program and related programming;

Writing articles and providing other support in connection with the development and improvement of programs and projects, including professionalism initiatives in the various judicial circuits;

Training volunteers and leveraging their participation to ensure successful implementation of Commission on Professionalism programs and activities;

Representing the Commission at programs and events;

Other duties as directed by the Commission on Professionalism staff.

For further information about the Commission, access the website at www.ilsccp.org. To be considered for this position, please submit a letter of application and resume to: mail@ilsccp.org by March 15, 2010. No telephone inquiries please.