

JOB DESCRIPTION

Job Title: Professional Development Coordinator

Reports To: Chief Talent Officer

FLSA Status: Non-Exempt

POSITION SUMMARY

Beveridge & Diamond seeks a proactive, self-starter with law firm professional development or related experience to take a lead role in helping to develop and execute the Firm's talent management and professional development strategy across its 7 offices throughout the United States. Reporting to the Firm's Chief Talent Officer, the Coordinator will work in concert with Firm-wide committees and departments who share responsibilities for creating a collaborative and supportive environment and building a workplace that fosters employee engagement and supports the Firm's business objectives and values.

Essential Duties

- The Professional Development Coordinator will assist the CTO to implement and assess Firm-wide (lawyer and staff) training curriculum and initiatives, including substantive legal training, professional skills training, diversity & inclusiveness training, and business development training, including:
 - Coordinating attorney training programs, working with attorneys on training schedules, logistics, materials, event support, and event follow-up (e.g., CLE certificates, attendance metrics, evaluations)
 - Coordinating attorney onboarding, coaching, mentoring and professional development programs
 - Assisting with procedures for CLE programs, including understanding CLE rules; maintaining CLE database
- Supporting on and off-ramping for employees transitioning into or returning from parental, family or other longer-term leave in consultation with the Human Resources Director
- Assisting with Summer Associates programming

Knowledge, Skills and Abilities

- Bachelor's degree or equivalent in human resources, psychology or communications
- Minimum of 2 years' experience in HR, recruiting or professional development preferably in a law firm or professional services firm

