

# **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

- Experience working with LMS and HRIS systems and multiple software applications, including Microsoft and Adobe Suites, iManage, Interaction, Excel spreadsheets, PowerPoint presentations and graphics, e-mail and document management.
- Polished written and verbal communication skills
- Social media savvy
- Ability to work well independently and on primary and cross-disciplinary teams, inperson and remote locations. Exceptional interpersonal and customer service skills.
  Ability to handle stressful situations in a calm, professional manner. Analytical and
  problem solving skills. Excellent written and oral communication skills. Ability to work
  efficiently with minimum supervision.
- Initiative, proactivity, a self-starter who shows ownership and commitment to the job
- Ability to work effectively with lawyers and staff Firm-wide
- Ability to travel domestically 4-6 times per year
- Demonstrated project management skills

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular person. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **ACKNOWLEDGMENT**

Are you capable of performing the essential fu without reasonable accommodation?	unctions of this position or occupation with or  Yes No
the position of <b>Professional Development Co</b> If I am offered and accept this position, I unde all of the policies and procedures of the Firm a time. I also understand that this job description constitute an expressed or implied employment	nt contract, and such are not intended to bind ll employees are employed "at will" and either the
Signature of Applicant	Date