



# THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 • 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

## SECTION COORDINATOR

Office: Section Education & Meeting Services  
Status: Exempt – General Unit  
Grade: 10

### ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Section Education & Meeting Services  
Manager, Section Education & Meeting Services  
Supervises: Staff as assigned

### DEFINITION

The Section Coordinator (SC) provides staff support for State Bar Sections including Section Newsletters, MCLE programs and legislative recommendations by providing direction and advice to the volunteer leadership in accomplishing Section programmatic objectives consistent with the goals of the State Bar.

### MAJOR DUTIES & RESPONSIBILITIES

1. The SE is responsible for support and development of Section activities and programs, preparation of agendas, minutes project status reports and administrative reports for the Section Executive Committees.
2. The SE represents the State Bar at Executive Committee meetings ensuring decisions are within the goals of the State Bar and consults with the Director, Office of General Counsel and/or Board of Governors concerning matters under consideration, which may be politically sensitive.
3. The SE represents the State Bar at programs and Section functions, coordinates Section activities with other State Bar departments and outside agencies and responds to inquiries from attorneys and the public.
4. The SE is responsible for coordinating the development of publicity, materials, speakers, registration and programs for all Section MCLE programs and the Annual Meeting programs and special events.
5. The SE prepares meeting site operations including schedule of events and timelines, communicates program requirements and assists with facility negotiations for the support one and multi day MCLE programs.
6. The SE attends programs to provide necessary support and acts as a liaison with Continuing Legal Education Providers.
7. The SE assists with the production and mailing of newsletters, Section pamphlets and other written materials.
8. The SE interacts with outside vendors for the production of printed materials.

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9. The SE is responsible for the development and monitoring of the annual budget, provides financial and budget reports and prepares the Section year-end report.
10. The SE is manages and coordinates membership campaigns, including the development of promotional materials.
11. The SE maintains membership records in conjunction with the Office of Membership Records.
12. The SE may perform a number of other similar or related duties which may not be specifically included with this position description but which are consistent with the general level of the job and the responsibilities described.

### **KNOWLEDGE & SKILLS**

1. Principles of meeting and event planning.
2. Problem identification, analysis and evaluation.
3. Principles and techniques of budget preparation and management.
4. Principles of the development and management of educational programs.
5. Principles of publicity and marketing.
6. Principles of publication design and production.
7. Meeting and trade show planning and coordination.
8. Computer information systems, including personal computer applications, spreadsheet programs and work processing.
9. Effective writing and oral presentation principles.
10. Computerized information and database record keeping systems.
11. Within the introductory period obtain a working knowledge of the State Bar Offices and their functions and a general knowledge of other agencies and their interface with the State Bar.
12. Graphic design and publication production.

### **ESSENTIAL ELEMENTS / ABILITY TO**

1. Receive and relay detailed information through verbal and/or written communication.
2. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.
3. Make fine visual distinctions upon proofreading written documents and viewing information on a computer screen.
4. Travel by air and automobile.
5. Communicate clearly and effectively in person and in writing.
6. Endure constant walking, standing and/or sitting.
7. Review and analyze complex written documents.
8. Handle public contact by telephone.

### **MINIMUM QUALIFICATIONS**

1. Bachelor degree in Business Administration, or equivalent academic achievement, and
2. Minimum five (5) years of experience planning, organizing and managing projects and programs and
3. Minimum two (2) years of supervisory experience, which may be included in #2 above.
4. Accomplished computer keyboarding skills.
5. Successful completion of the State Bar validated standard tests for the position.