



Position: Committee & Event Specialist

The Committee & Event Specialist acts as the lead team member to several SDCBA Committees and programs, helps support SDCBA Board of Director meetings/activities and plans several SDCBA signature events. Specifically, the Specialist handles the following projects and responsibilities:

- “Staffs”, provides internal team support for and acts as liaison to certain SDCBA committees, as assigned. Committees currently include:
 - Ethnic, Racial and Diversity Committee (meets monthly)
 - Community Service Committee (meets quarterly)
 - Conference of Delegates/Legislative Committee (meets periodically)
 - Legal Ethics Committee (meets monthly)
 - Awards Committee (meetings once in February each year)

 - Duties include:
 - Coordinates issues with chairs/other internal and external point persons and keeps them updated;
 - Responds to requests for guidance from members or committee leadership;
 - Moves issues and events forward as needed including researching issues, preparing background memos, identifying policy issues, posting events or opportunities to the calendar, setting up registration pages and other outreach tasks.

- Schedules, plans logistics and acts as the main internal point person for several SDCBA signature events including the Dialogue on Diversity, Law Week Luncheon and Celebration of Community Service, Summer Socials and Stepping Up to the Bar. Specifically:
 - Researches and secures location, food and beverage;
 - Sets up and monitors registration and coordinates sponsorship either directly or in conjunction with other SDCBA team members;
 - Keeps related committees (if applicable) up to date on event planning and status;
 - Responsible for compiling and sharing information on all event logistics including time, date, place, sponsors, presenters etc. and sharing with departments and/or teams to coordinate events details as the main point person for the event planning and execution to keep things moving. This includes coordinating with:
 - Programs team re: CLE.

- Ops team on other logistics
 - Communications team re: marketing and outreach
- Responsible for oversight of financial components of events from arranging and negotiating contracts, overseeing the finances and overall budget for events (creating detailed budgets for individual events), tracking related costs and expenses; and monitoring, flagging and informing supervisor of budget variance and liaising with any sponsors re: gathering post sale logos, addressing attendance and invoicing.
- Produces and coordinates specific Community Service events including:
 - Wills for Heroes events (2-3 per year)
 - Quarterly Senior Center Lunches
 - This position may also assist with the High School Mock Trial Program as needed
- Works closely with the ED/CEO to set up and provide support for special SDCBA Board programs including the annual Board Retreat, Board summer event and Board holiday dinner;
- Coordinates 2 annual past president luncheons and the annual Conference of Local Bar Leaders.
- Works with Member Services, Programs and Events, Communications and other SDCBA internal team members to support other bar events if time permits;
- Understands value of SDCBA membership and is up to date on current SDCBA services so able to speak on these services during meetings and event events;
- Handles other duties as assigned;
- Implements all projects in accordance with the below listed SDCBA Values and Cultural Competencies.

SDCBA VALUES AND CULTURAL COMPETENCIES:

- Demonstrates understanding of SDCBA’s core values and exercises the cultural competencies at the highest level of his or her ability.
- Demonstrates dedication to the SDCBA’s value of relationships over transactions
- Comprehensively responds to issues, projects, and inquiries with a “can do” attitude.
- Takes responsibility and personal accountability for work product and roles in projects.
- Ensures assigned projects or tasks move forward, taking into consideration project goals and other issues.
- Flexible and able to adapt to change.
- Dedicated to being an effective team player (helping wherever needed, effectively communicating, building rapport and relating well with others).
- Effectively responds to issues and problems in a timely manner.

- Takes initiative and is willing to assume additional projects.
- Demonstrates ownership of assigned projects and tasks.
- Works well with minimal supervision (includes anticipating, analyzing, diagnosing and suggesting solutions).
- Handles all communication with diplomacy and tact.
- Utilizes sound judgment when handling projects and tasks.
- Is thorough and attentive to detail and accuracy.
- Meets deadlines.
- Handles constructive criticism and makes necessary changes to improve performance.

Qualifications:

- 3-5 years related customer service oriented experience in a bar association, marketing/PR, business, legal service or non-profit environment with experience supporting special projects, members, marketing or policy implementation preferred;
- BA degree;
- Excellent customer service skills;
- Must be able to exercise sound judgment;
- Must be extremely organized and detail oriented;
- Must have the ability to multi-task, prioritize and work under pressure in a busy environment;
- Must be a team player;
- Must be able to communicate effectively at all levels and with all members and leadership;
- Must be able to set priorities, take initiative and work independently, yet thrive in a team environment;
- Must be able to see projects through to completion;
- Must be computer literate: word processing, desktop publishing, excel and databases;
- Must possess excellent proofreading skills;
- Must be able to follow the association's policies, procedures and timelines;
- Comfortable working in databases and web solutions;
- Comfortable researching comparable services;