

The Wyoming Trial Lawyers Association is seeking qualified applicants for Operations Director.

The duties and responsibilities of the WTLA Operations Director include, but are not limited to the following:

- All aspects of membership information development and maintenance; including collection of dues, contact information updates & tracking, member listserves, membership reports and general troubleshooting.
- In house accounting duties including but not limited to: accounts payable, accounts receivable, financial statements and account reconciliation.
- Assist with development and implementation of continuing legal education programs.
- Assist with maintenance and enhancement of organization's website.

**General Qualifications:**

- Organized Self Starter – ability to manage varied duties with minimal direct supervision.
- Demonstrated verbal, written and interpersonal communications skills.
- Demonstrated computer literacy and familiarity with current technology and equipment.
- Ability to handle multiple work assignments and meet deadlines.
- Excellent organizational skills required, including setting priorities and deadlines and tracking multiple projects.
- Demonstrated effective interpersonal skills, including the ability to work effectively with staff, Association leaders, WTLA members and the general public.

**Specific Knowledge and Experience:**

- Non-profit/Association background preferred.
- Office managerial experience preferred.
- Experience with Word and QuickBooks required.
- Database management preferred.
- Experience with Excel, Outlook & Google Suite strongly preferred.
- Outstanding written and oral communications skills.
- Background with website maintenance preferred.
- Knowledge of Social Media preferred.

**Timeline and Details:**

- Full-time position.
- Benefits include health insurance and retirement.
- The WTLA office is located in Cheyenne, Wyoming. Consideration will be given to working remotely from a different location in Wyoming.
- Some evening, weekend and travel required.
- Starting Salary Range: \$38,000-\$43,000 based on experience.
- Projected start date – December 1, 2020 or before based on availability.

For consideration please submit a resume and cover letter, including the contact information for three references, by November 6, 2020 to:

Wyoming Trial Lawyers Association  
2111 Warren Avenue  
Cheyenne, WY 82001

or

email to [marcia@wytla.org](mailto:marcia@wytla.org) with the subject line WTLA Operations Director