Practising Law Institute

Program Assistant

Practising Law Institute (“PLI”) is seeking a Program Assistant for its robust, Manhattan-based team. PLI’s array of world-class legal education programs and services continues to grow, as does PLI’s client base of prestigious law firms and Fortune 500 companies. It is an exciting time to join our dynamic team!

For over 80 years PLI has been the “gold standard” leader in continuing legal and professional business training education. With 250 employees in New York City and San Francisco, PLI holds over 400 live programs each year in state-of-the-art conference centers throughout the U.S. and abroad. Recent international seminar locations include London, Hong Kong and Brazil.

In addition to hosting innovative live programs, PLI streams webcasts and offers on-demand programs for thousands of participants each day. PLI publishes a range of legal Course Handbooks, has an award-winning eBook library, offers the nation’s leading preparation course for the Patent Office’s Registration Exam, and provides SEC compliance and accounting training through its SEC Institute. The organization also develops unique, inventive ways of learning through its Interactive Learning Center, and is deeply committed to the pro bono community, and public interest organizations.

To support the needs of the Program Attorney (“PA”) in the preparation and presentation of continuing legal education (“CLE”) programs. This includes: Tracking incoming materials and correspondence, communicating by phone and e-mail with faculty (speakers) and internal PLI departments, reviewing and editing marketing materials, answering/directing telephone and e-mail inquiries, maintaining and updating databases, assisting in the preparation and submission of Course Handbook materials, assisting with collection, review and uploading of presentation materials, calculating speakers’ CLE or other types of credits and reporting to PA on ongoing program development. Candidate must have excellent writing and editorial skills and impeccable attention to detail. Experience working with attorneys and/or high profile executives preferred.

Key responsibilities:

1. Collaborates with PA on an ongoing basis to ensure the continuing legal education programs are executed seamlessly.

2. Maintains and updates portal database regularly, taking special care to ensure all program and faculty details are complete and correct, and appropriately tracks and updates information, communicating all changes to other departments as needed.
3. Communicates effectively and efficiently with faculty, including but not limited to:
   a. Preparing and sending standardized letters and correspondence
   b. Requesting and tracking the receipt of all required forms and materials – e.g.
      releases, bios, Course Handbook materials, PowerPoint presentations, etc.
   c. Tracking/updating contact and marketing listing information
   d. Assisting with speakers’ requests

4. Timely responds to all communications (internal and external), keeping PA up to date on
   the status of ongoing projects.

5. Supports PA’s preparation and timely submission of Course Handbook materials. Obtains
   reprint permission from outside publishers who hold the copyright on materials to be
   published in PLI's Course Handbooks.

6. Assists with pre-program preparation, including assembly of Chair Packets, program
   binders for the PA and Assistant, AV schedules, and press lists. Processes registration
   lists and other reports as requested by PA.

7. Acts as the “face” of the program on the day of the live program. Greets faculty and
   attendees at the registration desk and informs them of necessary information.

8. Answers incoming telephone calls in a friendly and professional manner, responds to
   inquiries and provides assistance as necessary. Keeps PA informed of all telephone
   conversations and actions taken in response to inquiries.

9. Reviews and edits marketing pieces, including brochures, flyers, letters, emails, annual
   report, and catalog copy.

10. Inputs, on a timely basis, PA's revisions to annual and newly created Program Budgets.

11. Performs administrative tasks, including maintaining files, faxing, duplicating, and
    processing check requests.

12. Arranges conference calls, special meetings (including focus group luncheons, advisory
    committee meetings) and faculty dinners. Assists with program registration.

13. Maintains awareness of multiple programs at different stages of development.
There are no supervisory responsibilities with this position.

**Qualifications and Requirements:**

A college degree and 2-5 years administrative support experience. Excellent computer skills with knowledge of various software programs. Excellent interpersonal and communications skills are required. Must be focused and possess superior attention to detail.

PLI offers market-competitive compensation and a generous benefits package, including medical, dental and vision plans for employees and their families, ample paid time off and holidays, summer Fridays, career development opportunities, and work-life balance initiatives. The PLI work environment is interesting, collegial, intelligent and encouraging.

Qualified applicants please send your resume and cover letter, including salary expectations, to hr2@pli.edu. Indicate the job title “Program Assistant” in the subject line. Only those applicants who meet our requirements for this position will be contacted.

Practising Law Institute is an equal opportunity employer. More information about PLI may be found on our website www.pli.edu.