

**Division:** DIV ETHICS AND CONSUMER PROTECTION  
**Department:** DIVERSITY Diversity Initiatives  
**Location:** Tallahassee  
**Class Code:** 251  
**Class Title:** Program Coordinator  
**Last Updated:** 26-Jul-2019 10:52 AM

**Position #:** 6149  
**FLSA:** Not Exempt from Overtime Pay  
**EEO Code:** 5  
**Pay Grade:** 910  
**FTE:** 1.0  
**Reports to Position #:** 6128

## Position Description

**POSITION TITLE:** Program Coordinator

**REPORTS TO:** Diversity Initiatives Manager

**SUPERVISES THE FOLLOWING POSITIONS:**

**SUMMARY FUNCTION:** Performs a variety of administrative and program related duties including: acting as liaison and program administrator to members of the Standing Committee on Diversity and Inclusion and the Wm. Reece Smith, Jr. Leadership Academy seminars, programs and activities; responding to inquires from bar members with regard to projects, programs, events and other activities.

% of Time	Essential Duties and Responsibilities
25	Develops and administers all aspects of new and ongoing meetings, retreats, seminars, programs and activities of the Committee on Diversity and Inclusion and Leadership Academy. Assists with the creation and implementation of special grant programs and projects, adopted by diversity initiatives.
20	Manages all records and databases, including database for diversity resources. Researches to find new information for databases.
10	Administers diversity and academy continuing legal education (CLE) seminars and assists with the creation of and conducts programs and seminars as requested. Works with CLE providers on the coordination of CLE courses and materials.
10	Provides updates to the Diversity and Leadership Academy website, and updates and monitors social media to include Facebook, Twitter, and YouTube.
10	Schedules conference calls and reserves rooms for meetings; Prepares expense reports, vouchers, and travel authorizations. Maintains calendar of events for diversity grant programs and Leadership Academy. Coordinates the department calendar to ensure coverage.
10	Maintains and orders necessary supplies, equipment, and furniture; Maintains knowledge of budget accounts. Sorts and disseminates all incoming mail; Records outgoing mail in database. Assists with other projects and duties as assigned.
5	Provides assistance with CLE rule requiring approval of materials for Diversity Initiatives. Analyzes materials and requests, reviews and makes recommendations for approval. Provides notice of procedures to obtain Diversity Initiatives CLE.
5	Works with manager/committee/academy to obtain budget needs and requests.
5	Administers meetings, retreats, and functions for Standing Committee on Diversity and Inclusion and Leadership Academy, including facility management and on-site coordination.

% of Time	Essential Duties and Responsibilities

**Non-Essential Duties and Responsibilities:**

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:**

**Knowledge of:**

- Diversity Initiatives office and administrative procedures and practices
- Correct spelling, punctuation and grammar usage
- Fiscal practices to include budgeting
- Adobe Acrobat
- Use in Social Media

**Skilled in:**

- MS Office (Word, PowerPoint, Excel, Outlook)
- Database usage proficiency
- Typing
- Administering of meetings; programs; activities; seminars; retreats
- Effective communications

**Ability to:**

- Prioritize and organize activities and work
- Pay attention to detail
- Manage records
- Proofread
- Create ADA compliant forms and documents using Adobe
- Interpret TFB policies and procedures
- Learn The Rules Regulating The Florida Bar
- Communicate effectively and professionally, both verbally and in writing
- Consistently provide excellent customer service
- Establish and maintain effective working relationships with others
- Tactfully manage difficult situations
- Manage and maintain a high level of confidentiality
- Use discretion and independent judgment
- Prioritize work and coordinate multifaceted projects within set guidelines
- Demonstrate self-motivation and direction and operate well under pressure
- Consistently provide an excellent service oriented attitude
- Travel

**MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:**

**Required Minimum Education:**

Bachelor's Degree (proof of degree required at interview).

**Required Minimum Professional Work Experience:**

Three (3) years of professional office administrative experience.

**Required Licensure Certification(s):**

N/A

**Other Job Related Requirements for the Position (e.g., work schedule, physical and mental requirements, language requirements, overtime, travel, use of equipment/machines, etc.):**

- Travel required.
- Ability to sit for long periods of time, hear and converse over the telephone, and key/work frequently on a computer.
- Ability to lift 5 to 10 lbs.

**Additional Information:**

Additional related work experience may substitute for the degree on a year-for-year basis. Additionally, advance degree may substitute for work related experience on a year-for-year basis.

*This job description is not a contract for employment and The Florida Bar reserves the right to make any necessary revisions on the job description at any time without notice.*