Position Description

POSITION TITLE: Program Coordinator

REPORTS TO: Director, Professional Development

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: Assist the Program Administrators with planning, coordinating, and delivering virtual and hybrid events for the sections, committees, and the Bar by providing a variety of high level administrative, organizational, and technology, and customer service related duties pertaining to virtual and hybrid events.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
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<tbody>
<tr>
<td>75</td>
<td>Assist the Program Administrators and other relevant staff in the coordination, development, and delivery of virtual and hybrid events. This will include a wide variety of high level administrative, organizational, technology, and customer service-related duties pertaining to virtual and hybrid events and the various technology platforms used to deliver these events. Assist in the entire process of virtual and hybrid events from beginning to end including overlapping or simultaneous events with in-person elements and programming.</td>
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<td>20</td>
<td>Travel to select Bar and section events to assist with onsite administration and assistance with the virtual or hybrid components of events that have overlapping or simultaneous in person elements and programming. It will not be necessary to travel to every hybrid event. It will depend on the size, structure, and needs of the individual events.</td>
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<td>5</td>
<td>Other duties as assigned.</td>
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Other duties as assigned.
Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:
- Professional Development Department office and administrative procedures and practices
- Correct spelling, punctuation and grammar usage
- Fiscal practices
- Adobe Acrobat

Skilled in:
- MS Office (Word, PowerPoint, Excel, Outlook)
- Working with databases
- CLE Program Related Databases
- Typing
- Making paper and electronic documents ADA compliant
- Effective and timely communications
- Administering meetings, programs, seminars, retreats

Ability to:
- Prioritize and organize activities and work
- Coordinate multifaceted projects within set guidelines
- Pay attention to detail
- Manage records
- Draft, proofread, revise and edit
- 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 with consumers, members of the bar, staff, and judiciary
- 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
- Demonstrate self-motivation and direction and operate well under pressure
- Consistently provide an excellent service-oriented attitude
- Work TFB hours
- Work under time constraints
- Accept assignment and work independently
- Travel

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:
Bachelor's Degree (proof required at interview).

Required Minimum Professional Work Experience:
Three (3) years of professional office administrative experience.

Required Licensure Certification(s):
Other Job Related Requirements for the Position (e.g., work schedule, physical and mental requirements, language requirements, overtime, travel, use of equipment/machines, etc.):
- Familiarity with virtual and hybrid event platforms is preferred.
- Requires travel, including weekends; and requires ability to work overtime.
- Ability to handle stress and constant change.
- Ability to sit for long periods of time, hear and converse over the telephone, and key/work frequently on a computer.
- Ability to lift 15 to 20 lbs.

Additional Information:
Appropriate related work experience may substitute for the degree 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.