COORDINATOR CPR INSTITUTE

Position Overview:
Key support, for a legal non-profit located in Murray Hill, Manhattan, will provide a broad range of administrative functions and support in a small (15 person) but dynamic and collegial office with a highly professional and close-knit team. This is an excellent opportunity for someone who is smart, well-organized, detail-oriented and will thrive in a fast-paced and results oriented environment. For the right self-motivated individual, this is a great opportunity to learn about the substantive area of alternative dispute resolution, as well as meeting management, public policy research, member relationship management, and general office support.

Essential Duties and Responsibilities:
The successful candidate will be able to follow-through to ensure that appropriate and timely actions are taken. Responsibilities include, but are not limited to:

- Support CPR’s Committee work, including:
  - communicating with members;
  - planning and scheduling committee meetings, circulating materials, tracking participation, maintaining current rosters;
  - maintaining assigned committee webpages; and
  - attending committee meetings and drafting agendas and meeting minutes
- Provide support for the planning and execution of regional meetings and events, including preparation of materials, processing and tracking registrations, managing speaker communications and maintaining website notices and changes for these events
- Support existing and recruit new CPR members
- Conduct research on legal topics to support public policy work, committee work product and publications
- Provide assistance for CPR’s Internship Program, including correspondence with students and schools, scheduling and record maintenance
- Share website, database, marketing, accounting, mail duties, filing, invoicing and other general administrative work as needed

Skills and Requirements:
- Must be detail-oriented, proactive and resourceful and take pride in your work product
- Must be able to interact with high-level executive members in writing and in person with minimal oversight and with an eye towards developing and sustaining individual, law firm and corporate memberships
- Ability to work well independently or as a team member in a collaborative small office environment
- Strong writing and editing skills and professional communication skills are critical
- Ability to multi-task and prioritize, with good judgment and decision-making skills
- Strong computer skills - Candidate must be fluent in all Microsoft Office applications (Word, Outlook, Excel, and PowerPoint). Experience with databases a plus
- Must be flexible and adaptable to changing priorities and workload
- Prior administrative experience in a corporate or legal environment a plus
- Bachelor’s degree required

Please submit cover letter and resumes to Beth Corman at careers@cpradr.org. No phone calls please.