



## AILA NATIONAL JOB ANNOUNCEMENT

As the premier CLE provider of immigration law-related in-person conferences, teleconferences, and Web conferences, AILA's National Office develops educational programs to meet the professional development needs of attorneys. These educational offerings provide the more than 9,000 AILA attorney members - as well as nonmember lawyers - with cutting-edge information, expert advice from leading authorities in the field, and best practice solutions and strategies for their cases! You could be part of the exciting development of these programs!

### EDUCATION ASSOCIATE (*Opportunity for Advancement*)

AILA National is seeking an Education Associate to work with the Director of Education and various program committees to select faculty, monitor practice trends, and incorporate late-breaking news as you build a comprehensive and cutting-edge collection of CLE offerings. You will work with highly respected members of the bar, top government officials, and immigration law experts to plan, develop and implement an aggressive schedule of events. This is an innovative way to utilize your law degree by helping others stay informed and up-to-date on immigration law.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

- ◆ Works with member editorial teams to produce conference-related handbooks (other than AC); oversees production of materials; liases with speaker/authors.
- ◆ Assist Director as needed with in person conferences, primarily two fundamental conferences per year and a topics conference per year, to include developing programming content, developing list of speakers, and other tasks as needed.
- ◆ Develops and implements annual tele- and webconference schedule; identifies speakers, agendas, and other-related materials. Works with teleconference committee (and asks for input from YLD committee on newer practitioner series).
- ◆ Manages audio/video (tape) vendor relating to the distance learning programs, including selection of programs to be taped, pre-and post conference arrangements, coordination of suitable marketing materials, and receipt of royalty and other financial reports.
- ◆ Identifies and conceptualizes new CLE programming areas; works with conference team to launch programming.
- ◆ Responsible for managing staff member responsible for CLE accreditation program, including filing of annual approval status applications, individual conference applications, and required reporting obligations; develops and implements improvements in the area of member notification and record keeping. Expands use of web technology to streamline staff resources and to affect other efficiencies.
- ◆ Works with marketing and conference team to ensure that web site materials are up to date and accurate.

#### **Other duties and responsibilities**

- ◆ Responsible for maintaining (updating, expanding) on-line conferences.
- ◆ Works with conference and marketing teams to determine market niche and appropriate marketing materials.

#### **DEGREE REQUIREMENTS**

Candidates must have a law degree.

#### **EXPERIENCE REQUIREMENTS**

1-3 years related experience in immigration law or legal editing strongly preferred. Outstanding writing, proofing, editing and grammar usage skills. Candidates must have strong organizational skills; ability to coordinate multiple, concurrent tasks with shifting priorities; and ability to exercise good judgment. Interpersonal and diplomatic abilities are a must. Excellent computer skills (MSWord, PowerPoint and Excel).

#### **TO APPLY**

Please submit cover letter, resume **AND** salary requirement to HR-MBR, AILA, 918 F Street, NW, Washington, DC 20004. *AILA offers competitive not-for-profit salaries and an outstanding benefits package!*