



Legal Education  
Society of Alberta

## Education Coordinator

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The Legal Education Society of Alberta (LESA) was founded in 1975 to serve the legal community. As the primary provider of continuing legal education in the province of Alberta, we serve the spectrum of educational and professional development needs by delivering educational programs and resources. We strive to set standards of excellence in the education of lawyers, articling students, and their staff. LESA was selected as one of **Alberta's Top Employers** in 2016 and 2017.

We are seeking to fill the role of **Education Coordinator**, based in Edmonton (some travel within Alberta is required). This position is for a term ending June 30, 2019.

### THE ROLE

Education Coordinators are responsible for efficient and effective project coordination of legal education programs, services, and resources. They report to the Director of Education.

#### Relationship Building

- Build and maintain effective, collaborative relationships with LESA staff and contractors
- Build and maintain effective, collaborative relationships with volunteers, service providers, and other external stakeholders
- Maintain and enhance LESA's reputation as a provider of high quality legal education programming and resources
- Communicate effectively in a variety of formal and informal settings, with the ability to monitor audience response and adapt content and style accordingly
- Use diplomacy and tact to diffuse issues

#### Planning and Management

- Relying on strong internal and external relationships, apply best practices and organizational standards for meeting and event coordination, including travel, accommodations, food and beverage, meeting and event set-up, on-site communications, and technical production (e.g. audiovisual support and working with preferred service providers)
- Relying on strong internal and external relationships, apply project management best practices to plan, coordinate, and deliver high quality legal education programs, services, and resources
- Develop plans, project charters, and budgets
- Integrate project activities of volunteers, contractors, and staff
- Monitor actions, time frames, milestones, key performance indicators, and resources to achieve goals and objectives and adhere to plans, budgets, and organizational goals
- Track progress and completion of actions and related deadlines and expenses, including coding invoices and following up on outstanding expenses
- Work on several simultaneous projects

### **Assessment and Analysis**

- Assess actions, activities, time frames, and results against plans, project charters, and budgets
- Evaluate client satisfaction, including through the use of online and other tools
- Capture lessons learned and other pertinent information for future application and process refinement
- Identify trends and themes from evaluation data
- Report to the Director of Education on progress and completion of projects, with supporting data

### **QUALIFICATIONS**

#### **Education**

- Post-secondary education is preferred
- Degree or diploma in event planning or project management is a strong asset

#### **Experience**

- Minimum of two years' experience with relationship building and project management
- Experience in adult continuing education and/or within the legal field is an asset

#### **Characteristics**

- Excellent interpersonal and communication skills
- A highest level of integrity – always honest, open, and trustworthy
- An appreciation for lifelong learning and development, and commitment to continuous self-improvement
- Willingness to develop functional knowledge and skills (including use of new technology)
- Good attention to detail
- Willingness to understand stakeholders' perspectives
- Good problem solving and decision making abilities
- Strong project management and organizational skills (including organizing competing priorities)
- Proficiency in Microsoft Office (especially Word, Excel, and PowerPoint)
- Comfort using a variety of software platforms and hardware, including audiovisual equipment

### **HOW TO APPLY**

If you are interested in being considered for this position, please email a cover letter and resume to [careers@lesa.org](mailto:careers@lesa.org) with "Education Coordinator" in the subject line.

### **CLOSING DATE**

4:00 PM on January 17, 2018 or until successful candidate has been hired.