JOB DESCRIPTION

California Lawyers for the Arts
Program Coordinator
(Santa Monica Office)

The Program Coordinator will have significant responsibilities in the operation of two programs – 1) Education; and 2) Arts Arbitration and Mediation Services.

Duties:

Educational Programming:
The Program Coordinator will be the primary person responsible for planning CLA's artist workshops and MCLE seminars in the Los Angeles / Southern California area. This role includes the following:

- Researching and staying up-to-date on timely legal topics for programs;
- Recruiting attorneys and other professionals for speaking engagements;
- Identifying and securing venues for education programs;
- Marketing and promoting education programs to the arts and legal communities;
- Participating in outreach activities to support and expand CLA's education programs (e.g. tabling at community events, attending networking receptions etc...);
- Responding to requests for speakers from outside organizations;
- Keeping current and complete records about education programs and fulfilling grant requirements; and
- Working on other special, education-related projects as they arise. Some past projects have included assisting with an exhibition of attorney-created artwork and administering the continuing education component of a nationally attended conference.

Arbitration, Mediation and Conciliation Services:
The Program Coordinator will work closely with the Associate Director to administer the AAMS program and ensure that participants receive timely and high-quality mediation services. This role includes the following:

- Responding to inquiries about the services offered by CLA's AAMS program;
- Conducting party intake, including gathering and entering data into spreadsheets;
- Developing and managing mediation and conciliation cases using knowledge of mediation practices and techniques as well as a high level of diplomacy;
- Coordinating volunteer mediators and arbitrators to conduct mediation and arbitration for developed cases;
- Training and supervision of program volunteers and interns.

Required Qualifications:

- J.D.;
- Completion of at minimum a Basic Mediation Skills Training course that satisfies the Dispute Resolution Program Act (DRPA);
• Availability to begin work July 1, 2015;
• Excellent written and verbal communication skills;
• Strong analytic abilities;
• Ability to work on multiple tasks;
• Strong interpersonal skills and customer service oriented attitude;
• Availability to work some weekends and evenings;
• Interest in the arts.

**Other Desired Skills/Experience:**

• Proficiency in Spanish;
• Experience with event planning, program development, marketing, media and/or community relations;
• Familiarity with the Southern California arts and legal communities;
• Familiarity with non-profit administration, including grants and fundraising.

**Reports to:** Associate Director, Executive Director

**This is a full time position. The salary range is $36,000 - $38,000 / year.**

Applications will be reviewed as they are received, however, the deadline to apply is June 15, 2015. To be considered for this position, please submit the following materials to losangeles@calawyersforthearts.org - resume, cover letter, three references and a short writing sample (e.g., business letter, legal memo or grant application).

No phone calls please.

CLA actively seeks to represent the diversity of the arts community in its staff and board of directors. CLA is an equal opportunity employer and makes employment decisions on the basis of merit. CLA prohibits unlawful discrimination based on race, color, creed, sex, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, veteran status, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is prohibited by CLA.