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## Senior Professional Development Assistant

The Senior Professional Development Assistant will help develop and retain top tier, market – leading legal talent.

### Responsibilities:

- Support the development and organization of associate training programs by spearheading logistics for all training sessions, including coordinating schedules, preparing materials, communicating with trainers and external consultants, and coordinating venue arrangements (e.g., booking conference rooms, organizing catering, and setting up videoconferencing).
- Assist in evaluating training effectiveness by helping to gather and review feedback from participants and contributing to the development of recommendations for improvement.
- Assist in organizing specialized training sessions, such as mock depositions and trial advocacy programs. Be present on-site to ensure all logistical elements run smoothly.
- Provide administrative support during the associate evaluation process by organizing self-assessments and performance summaries and helping to schedule review meetings.
- Assist the Talent team in managing the associate mentorship program and collaborate in the execution of new initiatives designed to improve associate development and engagement.
- Leverage strong analytical skills to provide data-driven insights that support the Professional Development team in effectively staffing associates on cases that align their skills and growth objectives with firm needs.
- Develop and maintain organizational systems to enhance the accessibility of information and streamline overall team efficiency. Maintain records to track associate data and regularly communicate the status of ongoing projects.
- Assist with maintaining and updating records related to Continuing Legal Education (CLE) credits for attorneys; assist with CLE compliance tracking.
- Regularly track and report on associate compliance to various firm policies and procedures.
- Take on various ad hoc tasks related to recruiting, HR, and associate onboarding as required by the team.
- Assist as needed with summer program projects on-site, as well as at off-site venues.

### Requirements:

- At least 1 year of experience in a professional development or recruiting role, ideally in a law firm or corporate setting.
- Bachelor's degree.
- Strong proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Excellent communication skills, both written and verbal, with an ability to collaborate effectively with colleagues at all levels.
- A friendly, approachable demeanor, with a talent for building relationships and working collaboratively across teams.

- Basic understanding of Continuing Legal Education (CLE) processes, or the ability to quickly learn.
- Detail-oriented, with the ability to manage multiple tasks and ensure that all logistical elements are aligned for successful program execution.
- Top notch organizational skills, with an eye for discovering ways in which current organizational systems can be improved.
- Analytical mindset and ability to offer thoughtful suggestions for improvement.
- A proactive team player who can anticipate needs and adapt to changing priorities.
- Enthusiastic and solution-oriented, with the ability to identify challenges and support efforts to address them.
- Ability to work independently while contributing to a collaborative and team-oriented environment.

This is a nonexempt position and the annual salary range for this role is \$65,000-\$75,000, commensurate with experience. This salary range reflects the estimated base salary. Total cash compensation will be higher when factoring in year-end bonus and benefits.

If you are interested in applying for this position, please complete an application [here](#).

*Selendy Gay PLLC is an Equal Opportunity Employer.*