

Member Services Office Assistant Idaho State Bar and Law Foundation

Full time position
Non-Exempt
Reports to the Deputy Executive Director

POSITION SUMMARY

The Member Services Office Assistant provides general office support to the member services department with regards to continuing legal education, practice sections, Idaho State Bar annual meetings and conferences, communications, and other member benefit programs and services. The Member Services Office Assistant is also responsible for the technology support to the member services department.

Continuing Legal Education

- Maintain the publications database and process orders
- Maintain the recorded program database, materials and process rental orders
- Maintain the front office publication library
- Submit new programming to Peach New Media
- Disseminate broadcast email notification of upcoming CLE programs
- Maintain the upcoming CLE program webpage and update website CLE calendar
- Provide AV and technology assistant to live CLE programs
- Prepare registration brochures and assistance with program materials
- Create and post pdf documents and create links for upcoming programs
- Contact for on-line payment and registration system

Practice Sections

- Disseminate meeting notices and other announcements via email
- Set up and clean up for section meetings
- Maintain section web pages on the ISB website; update section leadership information and other content

Annual Meeting/Conference

- Assist with preparation of registration, marketing and on-site materials
- Provide on-site staff assistance

General Office Duties

- Receptionist backup including breaks and occasional lunch phones
- Set up laptops, projectors and other equipment for meetings and programs
- Mail pickup backup

Technology Related Assignments (other than listed above)

- Maintain and update other ISB website content as needed
- Disseminate broadcast emails for other departments as needed

Knowledge Requirements

Knowledge and ability to handle basic office functions such as word processing, filing, and data base management and familiarity with MS Word, Excel, and Access programs are necessary. Knowledge or ability to learn desktop publishing with the In-Design software is desired. Knowledge or ability to learn website administration is also a desired skill. Good problem solving skills and ability to adjust to changing job priorities a benefit. Ideal candidate will possess sound organizational skills, be goal oriented and detail focused. Must be able to lift at least 40 lbs.

Apply:

Send cover letter, resume and three references along with salary requirements to the following:

*Mahmood Sheikh
Deputy Executive Director
Idaho State Bar/Idaho Law Foundation
PO Box 895
Boise, ID 83701*

or

msheikh@isb.idaho.gov

Please no phone calls.