



TWIN CITIES Diversity in Practice

Position: Programs and Communications Coordinator

Reports To: Executive Director

Twin Cities Diversity in Practice (TCDIP) seeks a creative, organized and collaborative team member to work with us to design and implement innovative program and communication strategies. TCDIP is a non-profit association of 50+ law firms and corporate legal departments focused on attracting, recruiting, advancing and retaining attorneys of color in the Twin Cities (www.diversityinpractice.org).

The ideal candidate is accustomed to working in a fast paced, professional environment and is dedicated to delivering a high-quality work product. This position requires the ability to work across and within diverse teams and multicultural communities, where understanding and appreciating differences is essential to success. The Coordinator will have regular contact with both internal and external partners. This position works closely with the Executive Director. There are no supervisory responsibilities associated with this position.

We are focused on building a diverse and inclusive team. If you are excited about this opportunity, but do not meet 100% of the qualifications, you are encouraged to apply.

Primary Responsibilities

Programs and Events:

- Assist Executive Director in the development and delivery of high caliber programs and communications for diverse audiences of attorneys, students and legal professionals.
- Coordinate all aspects of producing events that are within budget and exceed expectations. This includes setting, communicating and maintaining project timelines, tasks, etc.
- Develop, coordinate and maintain vendor relationships and contracts, including with diverse suppliers.
- Manage registrations and prepare collateral for events (i.e. name tags, graphics, signage, etc.)
- Familiarity with Twin Cities area event venues. Assist Executive Director in evaluating and securing venues appropriate for each event.
- Prepare and deliver surveys immediately after events to collect feedback. Prepare post-event reports for Executive Director.
- Apply for and secure Continuing Legal Education credits in multiple jurisdictions, when needed.
- Experienced with using event management software (i.e. Your Membership, Cvent, etc.)

Communications:

- Brainstorm and implement innovative approaches to engage attorneys, law students and member organizations.
- Keep a finger on the pulse of trends and issues in the diversity and inclusion field that may impact TCDIP and keep the Executive Director apprised.
- Update website content, maintain analytics and create content when necessary.
- Assist with creating organization wide communications, including blog posts, newsletters and other online content.
- Maintain and grow TCDIP's social media presence through appropriate platforms that increases our visibility and reach to members and other stakeholders.
- Develop print and digital content for marketing collateral, website and social media content.
- Create graphics, documents, spreadsheets and presentations to effectively and creatively communicate information to diverse audiences.
- Create surveys and databases to collect demographic data to ensure accurate and complete information. Communicate information in a format that can be easily understood by different constituents.
- Maintain accurate records of all programs, events and member organizations.
- Develop and maintain a database of contacts for effective distribution of communications.

Other Duties

- Prioritize conflicting needs, handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- In addition to the primary responsibilities outlined above, the employee will provide additional assistance and support as directed by the Executive Director.

Special Knowledge or Skills

- Familiarity with the legal profession, especially attorney talent management and professional development initiatives.
- Ability to communicate clearly with professional staff and attorneys on a frequent basis in an organized manner.
- Strong organizational skills and attention to detail.
- Prioritize and meet deadlines.
- Typing speed of at least 55 wpm.
- Advanced skills in event management software, website development software and social medial tools. Experienced in using Word, Excel, PowerPoint and web based graphics programs.
- Strong written communication skills.

Education/Experience

- Bachelor's, associate's degree or equivalent experience in communications, marketing and/or legal services.
- Mid to senior level program and/or event planning experience.

- Ability to work with multiple constituencies and competing interests in a professional manner.

Physical demands of the position

In a 7.5-hour work day, this position may require sitting, standing, walking, repetitive movement, lifting and carrying 25 pounds, and transporting items for events.

Visa sponsorship is not available. U.S. work authorization is required.

Please apply through our [Indeed job posting](#). No phone calls please.