

## CCCBA Program Assistant Job Announcement

### Organization overview

The mission of the Contra Costa County Bar Association (CCCBA) is to empower our members to deliver outstanding legal service to our community. We do this through educating our members, fostering fellowship among members of the bar, building strong relationships with the court, and connecting the community with the legal assistance it needs.

### Position overview

This is a part-time (approximately 15 hours a week) position. The Program Assistant works with the Education and Events Director to handle CCCBA attorney continuing education programs - online, in-person and hybrid. The primary tasks of the position are to run virtual and in-person programs and perform other program-related administrative duties.

### Skills & abilities:

- Adept at running Zoom meetings and webinars and comfortable running hybrid programs (setting up and running online technology at in-person programs).
- Excellent communication skills via phone, email, online and in person
- Prior experience working with volunteers
- Program coordination and event management experience a plus
- Skilled at using Microsoft Office Suite and Zoom and experience with databases.
- Detail oriented, organized and able to meet deadlines
- Ability to work with a diverse population, especially busy professionals

Administrative work will be done in our Concord office with the possibility of some remote work after training. In-person programs will take place in various venues around the county, primarily in central Contra Costa. Work hours are variable Monday through Friday depending on when programs are scheduled but primary work time will likely be 10am to 2pm with occasional morning and evening programs. There is some flexibility in working hours outside of having to be present for in-person programs.

Salary: DOE

Please submit cover letter, resume and job reference information via e-mail to Theresa Hurley at [thurley@cccba.org](mailto:thurley@cccba.org) by **Monday, December 20<sup>th</sup> 2021**.