

TITLE: COMMUNICATION AND EVENT COORDINATOR

REPORTS TO: Executive Director, President, Board of Governors

GENERAL DESCRIPTION:

The West Virginia State Bar is seeking an experienced and creative professional to assume the role of communication and event coordinator. The position includes two key functions of the West Virginia State Bar: managing communications and event planning throughout the year. The position requires an exceptional writer with outstanding communication and organizational skills. The coordinator will be expected to take the lead on communicating with State Bar members and non-members through the use of digital and print communications. Additionally, the coordinator will be expected to plan, coordinate and book a variety of events at multiple locations around West Virginia throughout each year.

The West Virginia State Bar is a regulatory agency of the Supreme Court of Appeals of West Virginia, where membership is mandatory for lawyers practicing in the state. The State Bar is governed by a Board of Governors, and the President of the Board of Governors serves as the chief executive officer of the State Bar. The Executive Director is the chief administrative officer for the agency and runs the day-to-day operations of the State Bar. The coordinator will report directly to the Executive Director, and to the President and Board of Governors as needed.

GENERAL DUTIES:

- Develop, write, edit, and distribute electronic newsletters, press releases, statements, and other e-communications
- Work with publisher of quarterly magazine to ensure deadlines are established and followed, and article submissions are timely presented.
- Manage the West Virginia State Bar's social media presence.
- Monitor and edit, in coordination with IT Director, communication functions of the West Virginia State Bar's website events calendar.
- Plan, schedule, and coordinate the West Virginia State Bar's various events and meetings throughout the year, including the annual meeting, quarterly Board of Governors meetings, ten regional meetings around the State, CLE programs at the State Bar offices and other locations, and other periodic events as needed.
- Develop and maintain relationships with conference and meeting venues around the State to ensure options for the various meetings and events throughout each year.

EDUCATION, KNOWLEDGE, SKILLS, EXPERIENCE, AND ABILITY

- Bachelor's degree in communications, marketing, journalism, public affairs, English, or related field preferred.
- Five (5) years of experience as a full-time communications, marketing, or public relations professional preferred
- Demonstrated ability to write clearly and succinctly for different purposes and topics.
- Outstanding verbal and written communication skills (framing, grammar/spelling, editing, proofreading)

Experience with membership organizations, trade associations, non-profits, and/or government agency experience strongly desired
Effective team player with excellent interpersonal skills, including the ability to communicate diplomatically and professionally with a wide variety of constituencies and to work with a small but coordinated staff at the West Virginia State Bar.
Strong ability to juggle competing, time-sensitive priorities.
Ability to travel in-state, sometimes overnight, with the possibility of occasional national travel.

COMPENSATION

Competitive compensation package available depending on education and experience, with benefit package and annual leave included.

Job Type: Full-time

Pay: \$40,000.00 - \$50,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

Charleston, WV 25311: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Events management: 5 years (Preferred)
- Customer service: 1 year (Preferred)

Work Location: One location