



Position vacant

Coordinator, Online Events & Learning

6 Month, Fixed Term Contract

The Law Society of New South Wales is looking to employ a Coordinator in its Professional Development Department on a fixed term (6 months) basis. The position will be situated in Martin Place, in the Sydney CBD.

This position will be advertised internally and externally, and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than 18 November 2020.

Responsibilities

Supporting the peak of our Professional Development season, this role is responsible for coordinating and administering virtual seminars, online courses, programs and events as a service to the Law Society's members and customers within the legal profession.

Key Accountabilities

- Implement and manage all administrative aspects of allocated educational programs and courses including phone and email enquiries, course enrolments, customer support, after sales support and database records, invoicing and other activity deemed appropriate. This includes ensuring the quality of content, relevance, delivery, reporting and customer service to all stakeholders.
- Coordinate event and course logistics and liaise with speakers.
- Coordinate the AV and filming requirements of seminars and conferences where appropriate. This may include using external or internal resources and or external suppliers.
- Provide support and assist with any issues as they arise during each event.
- Ensure that all course materials are maintained and regularly updated, upload new materials as required.
- Manage and maintain effective relationships with facilitators, presenters, members and other stakeholders.
- Use the LMS to create, edit and report on courses and manage user records
- Contribute to report writing, review of course materials and research as required.
- Contribute to the continuous streamlining of the Department's systems and processes as required.
- Collect and analyse statistics and information following the session to ensure best practice is continually applied.
- Participate in ad hoc project work.



Requirements

Impress with:

- Previous experience in an online event or learning coordination position.
- Appropriate tertiary education qualification(s) (such as Business or education) or equivalent workplace experience.
- Experience in working with LMS/SMS's and other learning and events technology, such as EventsAIR.
- Strong organisational and time management skills.
- Exemplary attention to detail and ability to work with complexity.
- Experience in managing multiple projects under tight deadlines.
- Strong interpersonal and professional communication skills.

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications, including a cover letter and brief resume, should be addressed to: recruitment@lawsociety.com.au