

Your Bar Association is Looking for Some Key Managerial & Support Staff!



Director of Professional Development

A member of the NHBA Management Team, the Director of Professional Development is responsible for managing the Professional Development Department staff, as well as activities related to the delivery of NHBA continuing legal education (CLE) programs. This position includes the coordination and support of the CLE Committee, CLE program development, budget responsibility, and coordination and support of NHBA's Substantive Law Sections.

NHBA Lawyer Referral Service Coordinator

The Lawyer Referral Service Coordinator is a key member of NHBA's Marketing, Communications and Member Outreach Department. This position coordinates a variety of legal access programs for the NHBA including the Lawyer Referral Service (Full Fee and Modest Means), LawLine, and Free Legal Answers-NH programs. This position's daily activities include interfacing with the public, recruiting, and supporting NHBA members within these programs and overseeing the programs' support staff.

Front Desk/Purchasing Administrator

The Front Desk/Purchasing Administrator greets all visitors to the NH Bar Center, whether they are calling in or appearing in person. Visitors include NHBA members, the public, vendors, partners, and others. Calls come into the Bar Center via its Net2Phone IP phone system, which has the latest IP phone technology. This position is also responsible for distributing daily mail, purchasing of office supplies, and handles reservations for conference and meeting rooms at the Bar Center. The Front Desk/Purchasing Administrator assists with mailings or other office-related tasks as time allows.

Database Coordinator

The Database Coordinator is a key member of the Business Operations Department who administers and maintains the NHBA's member database and assists with member database software maintenance, upgrades, and implementations. The Coordinator will communicate with all staff at the NH Bar Center, as this position is also the help desk for the database, including occasional requests for reports using SQL or Crystal Report Writer.

The Database Coordinator also assists with annual member license renewal to include compiling membership statistics and also acts as project manager for database-related projects.

**See complete listings for these and other positions
at nhbar.org/about-the-bar/nhba-careers/**

*All positions are 100% in-office and only local candidates
will be considered.*

**NEW HAMPSHIRE
BAR ASSOCIATION**

Equal Justice Under Law



**2 Pillsbury St, Suite 300, Concord, NH 00031
(603) 603-224-6942 • nhbar.org**

The NHBA supports members of the legal profession and their service to the justice system. We are an equal opportunity employer.