

Judicial Evaluations and Communications Coordinator

OVERVIEW: Under the supervision of the BWLA President and Vice President, serves as the primary liaison between BWLA and the judicial evaluation committee, sponsors, vendors and other external contacts. Drafts various forms of written communications on behalf of the organization, with a primary focus on working to support the judicial evaluation committee (JEC) co-chairs and volunteers. The judicial evaluation committee evaluates the qualifications of individuals seeking election, appointment, or retention to judicial office. The work of the JEC is sensitive and confidential but is also vital to making sure judicial candidates are just and fair, knowledgeable about the law and are not biased. Works with the BWLA administrator to draft written correspondence to external parties.

HOURS: Up to 15-20 hours per week, depending on need

RATE: \$20/hr

DUTIES AND RESPONSIBILITIES:

- Communicate with corporate sponsors via written and verbal correspondence, respond to sponsor inquiries, ensure sponsors receive necessary information in a timely, professional manner
- Draft professional correspondence and media content for various BWLA platforms
- Coordinate logistics and volunteers for the 2023 BWLA summit and other conference-related events
- Manage administrative process for judicial evaluations including organizing judicial candidate files and maintaining confidentiality of all candidate information
- Maintain a list of JEC volunteer assignments and track the progress of judicial investigations and evaluations
- Maintain and update confidential database of judicial candidates
- Support JEC volunteers by scheduling candidate hearings, coordinating volunteer placement, provide completed investigation reports to JEC volunteers and direct them to volunteer resources
- Draft and issue correspondence to judicial candidates
- Develop candidate ratings lists based on investigation results
- Perform other JEC and communications duties as assigned

MINIMUM QUALIFICATIONS:

- Exceptional writing and interpersonal communication skills
- Superior time management and organizational skills and ability to meet deadlines
- An analytical mind and ability to think critically
- Ability to work both independently and as part of a team
- Familiar with MS Word, Excel and PowerPoint
- Knowledge of email marketing software such as Constant Contact or a similar program
- Bachelor's Degree preferred but not required