

COORDINATOR, LAWYER DEVELOPMENT & ALUMNI RELATIONS (CONTRACT)

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montreal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take ownership in their work and demonstrate exceptional client service in everything they do. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

POSITION OVERVIEW

The **Coordinator, Lawyer Development & Alumni Relations** provides administrative support for various programs and initiatives at the firm. This individual will be responsible for coordinating and managing a variety of tasks to help successfully manage lawyer development and alumni relations (all offices).

KEY ACCOUNTABILITIES

Legal Training & Education

- Work with the Head of Lawyer Development & Alumni Relations on the overall administration of all internal and external continuing legal education programs including booking boardrooms, researching and coordinating with speakers, preparing correspondence, copying materials, organizing meetings, maintaining schedules, completing expense reports and booking travel arrangements.
- Coordinate and maintain client CLE content including tracking CLE programming, maintaining the database of precedents, developing and updating CLE menu and Hot Topics list, uploading internal CLE materials on Torysnet (program content, schedules, and professional development components) and coordinating with media companies for professional recordings and uploading of content to our external CLE library.
- File program feedback, materials and attendance forms in the appropriate workspaces.
- Prepare communication for lawyers (attending and speaking) regarding credit information and instructions for program participants to claim CLE credit.
- Update and maintain New York called attorneys' credit requirements in the viLMS tracking system, issue status reports and act as point of contact for those with questions regarding CLE requirements and status.
- Prepare and submit necessary applications for accreditation in various jurisdictions (Quebec, British Columbia, etc.).
- Prepare first drafts of annual accredited provider reports for Law Society of Ontario and New York State Bar.

Alumni

- Coordinate and manage alumni relations including assisting with alumni event planning across all offices (class dinners, marquee events, etc.), maintaining and updating alumni list, scheduling follow-up meetings with in-firm participants and acting as point of contact for any questions/clarifications (i.e., CLE programming/credits).

Diversity

- Assist with the coordination of events, celebrations, etc. including working with Marketing to update diversity materials, managing calendar for diversity days and preparing draft firm-wide communications.
- Assist with survey administration, collation of data and responses to RFPs and quarterly reporting for various clients.

Women's Initiatives

- Support Head of Lawyer Development & Alumni Relations with various women's initiatives including Spring Forward Client Series, International Women's Day recognition, WIL intrasite content and Women's maternity leave reintegration program.

Wellness

- Assist with planning and logistics of projects and initiatives (i.e., quarterly sessions/events, Bell Let's Talk, Mental Health Week).
- Maintain and update Wellness microsite content.

General

- Work with IS to create and update workload availability reports; troubleshoot with vendors to make necessary improvements.
- Provide timely administrative support to the Head of Lawyer Development & Alumni Relations which includes booking boardrooms, coordinating travel arrangements, preparing cheque requisitions and courier packages, printing, scanning, etc.
- Provide back up support to other Administrative Assistants as needed.
- Track and assist with budget development and frequently monitor budgets.

ATTRIBUTES & EXPERIENCE

- Post-secondary degree or diploma in Business or Human Resources Management (complete or in progress).
- Minimum 2-3 years of previous related experience, preferably within a professional services firm.
- Proficient in MS Office product suite - which includes a strong working knowledge of Outlook, Excel, PowerPoint and Word.
- Strong client service orientation combined with the ability to manage multiple client needs at the same time.
- Strong collaboration skills – able to work with tact, poise and discretion.
- Excellent communication (verbal and written) and interpersonal skills.
- Exceptional attention to detail, efficient and organized.
- Ability to work well independently and collaboratively within a team environment.

HOW TO APPLY:

Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting (firmadminrecruiting@torys.com).

We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted.

We foster an inclusive and accessible environment and are committed to providing support to applicants and firm members with disabilities. If you require accommodation at any time during the recruitment process, please contact [Jenny Tavares](#), Senior Manager, Human Resources.