BACKGROUND

The National Association of Attorneys General (NAAG) was founded in 1907 to help Attorneys General fulfill the responsibilities of their office and to assist in the delivery of high quality legal services to the states and territorial jurisdictions. The Executive Office at NAAG oversees all project and Association services. NAAG has a Supreme Court Program, overseen by its Supreme Court Counsel, whose mission is to improve the effectiveness of Attorney General offices’ advocacy in the United States Supreme Court.

The National Attorneys General Training & Research Institute (NAGTRI) was created in 2007 to serve out NAAG’s mission of education, research and training to Attorneys General and their staff by providing scholarship and fee-based training courses, as well as publications on pertinent topics.

POSITION

The Supreme Court Program Assistant/NAGTRI Program Specialist supports the work of NAAG and NAGTRI by assisting the Supreme Court Counsel and NAGTRI Chief Administrator and NAAG/NAGTRI attorneys.

As Supreme Court Program Assistant, responsibilities will include assisting the Supreme Court Counsel in providing moot courts for state attorneys arguing in the Supreme Court. In addition, handling the logistics of NAAG Best Brief Awards, overseeing three annual meetings, circulating information to state attorneys, and strengthening the Project’s web site. As NAGTRI Program Specialist, duties entail assisting with meeting/seminar coordination, including meeting logistics, conducting research, monitoring budgets, CLE coordination, and providing back-up administrative support as needed.

The Assistant/Program Specialist should have excellent computer skills, be able to handle multiple tasks, meet deadlines, exhibit an outgoing personality, think independently, have a strong grasp of budgeting and finance, and exercise tact and diplomacy. The Assistant/Program Specialist should have the ability to work effectively in a team environment, fostering collaboration and cooperation across departments. Travel accounts for approximately 20% of this position. The Assistant/Program Specialist reports directly to the NAAG Supreme Court Counsel and NAGTRI Chief Administrator.

January 2015
CORE DUTIES

- Support moot courts by ensuring that judges/panelists obtain the briefs and other necessary information; securing conference facility; overseeing recording of moot; assisting arguing attorneys when they work out of NAAG office.

- Assist in Best Brief Awards by sending briefs, ballots, and other information to judges; compiling judges’ comments; liaising with company that produces the awards.

- Respond to inquiries by state attorneys and circulate information to Attorney General offices regarding state amicus briefs.

- Work with Supreme Court Counsel and NAAG Web Director on developing new ways by which NAAG’s web site can assist appellate attorneys in Attorney General offices.

- Apply for Continuing Legal Education (CLE) for faculty and participants at all NAGTRI national trainings. Backup support will be provided by other NAGTRI Program Specialists as needed.

- Oversee annual Supreme Court Advocacy Seminar, State Solicitors General and Appellate Chiefs Conference, and NAGTRI Appellate Practice Conference, and provide assistance to other NAGTRI courses and research projects. Assist with announcement mailings, briefing books, registration materials, handouts, badges, attendance lists, and gifts. Monitor follow up assignments. Arrange for, pack up and mail office materials, gifts and banners for each course. Also provide assistance with the three annual Association meetings.

- Provide assistance to NAGTRI courses and research projects. Assist with announcement mailings, briefing books, registration materials, handouts, badges, attendance lists, and gifts. Monitor follow up assignments. Arrange for, pack up and mail office materials, gifts and banners for each course. Also provide assistance with the three annual Association meetings.

- Onsite support at NAGTRI courses, including registration and onsite logistical support. Maintain a professional and courteous relationship with hotel staff.

- Provide administrative support - proofread correspondence, reports, agendas; prepare both drafts and finals.

- Support the online travel service, setting up travel accounts, adding new meetings, and general coordination responsibilities. Assist with travel arrangements of all attendees and faculty of trainings.
Create PowerPoint presentations for NAGTRI presenters and speakers; ability to format and run presentations for conference presenters.

Input all NAGTRI information for each course into iMIS, including student information, and faculty information, including evaluation results.

Coordinate with web designer on placing information on website (including materials).

Provide telephone coverage and back-up assistance as needed.

Other tasks as assigned based on the needs of the Association.

**EXPERIENCE**

- 1 - 2 years of professional, organizational experience in the nonprofit sector preferred.
- 4-year college degree required.

**COMPENSATION**

Salary will be approximately $40,000. NAAG offers a very generous benefits package.

**TO APPLY**

Submit cover letter, resume, and salary history via email to jobs@naag.org
Attn: Bill Malloy. Please use “Supreme Court Assistant/NAGTRI Program Specialist” as Subject line.

NAAG is an Equal Opportunity Employer and values diversity.