NAGTRI PROGRAM SPECIALIST – CONSUMER PROTECTION
POSITION ANNOUNCEMENT

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 programs and Association services.

The National Attorneys General Training & Research Institute (NAGTRI) was created in 2007 with the mission to provide high quality, non-partisan, and innovative training, research and other developmental resources to support state and territorial attorneys general offices. In 2017, NAGTRI created the Center for Consumer Protection (CCP) as the nation’s only entity dedicated to providing training, research, expertise, and other resources to the staff working in attorneys general offices and other government attorneys and staff committed to protecting the public against consumer fraud and abuse, and the misuse of charitable resources, particularly at the state level.

POSITION

The NAGTRI Program Specialist – Consumer Protection supports the work of NAAG and NAGTRI by assisting the NAGTRI Program Manager, Director of the Center for Consumer Protection and NAAG/NAGTRI attorneys.

The Specialist should have excellent computer and writing skills including competence in Microsoft Word and Excel, be able to learn new computer programs, be detail oriented and able to handle multiple tasks in a face-paced and thorough manner, meet deadlines, exhibit an outgoing personality, think independently, have some experience managing a budget and working with financial matters, and exercise tact and diplomacy. The Specialist should be a self-starter who has the capacity to work effectively in both an individual and a team environment, fostering collaboration and cooperation across departments. Travel accounts for approximately 30% of this position. The Specialist reports directly to the NAGTRI Program Manager and Director of the CCP.

CORE DUTIES

As NAGTRI Program Specialist – Consumer Protection, duties entail assisting with training/conference coordination, including meeting logistics, monitoring budgets, and CLE coordination; administrative support; maintenance of contact lists; conducting research and

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writing; webinar support, website development, maintenance and assistance; PAGE (NAAG’s wiki) assistance; administrative assistance with an electronic document review platform; newsletter/publication assistance, and other general assistance. Approximately 80% of the position will focus on consumer protection related activities, while the other 20% will be general NAGTRI assistance. Additional details are listed below.

- 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 conferences.

- 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.

- Assist with formatting of PowerPoint presentations for NAGTRI presenters and speakers; ability to run presentations for conference presenters.

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

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

- Provide telephone coverage and back-up assistance as needed.

- Apply for Continuing Legal Education (CLE) for faculty and participants at all NAGTRI trainings.

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

**EXPERIENCE**

- 1 - 2 years of professional work experience preferred.

- 4-year college degree required.
**COMPENSATION**

Salary will be approximately $40,000 - $42,000. NAAG offers a very generous benefits package.

**TO APPLY**


NAAG is an Equal Opportunity Employer and values diversity.