

LAW SOCIETY OF SASKATCHEWAN

Continuing Professional Development (CPD) Program Coordinator

The Law Society of Saskatchewan regulates the legal profession in the public interest by ensuring its members meet and maintain high standards of competence and integrity. As part of this mandate, the Law Society is responsible for delivering CPD opportunities to its members. The successful applicant will be responsible for the following:

- designing/organizing, marketing and delivering CPD programming
- developing innovative ways of adopting technology in the delivery of CPD programming
- publishing educational information, including online resources
- assisting with the management and updating of the CPD website
- assisting with the development of new CPD initiatives

The ideal candidate will be self-motivated, with an entrepreneurial spirit and qualifications which include a mix of experience and/or education in program coordination, project management, marketing, distance education, technology and new media. The position requires strong organizational, communication, writing, interpersonal, technological, problem solving and time management skills, in addition to the ability to meet pressing deadlines. The successful candidate will work independently as well as in collaboration with others.

This is a permanent full-time position located in Regina. Some travel is required. The desired start date is November 19, 2018 (or sooner if available).

Please submit your application (cover letter and resume in pdf format) to employment@lawsociety.sk.ca by *October 30, 2018*.

The Law Society is an equal opportunity employer. We thank all applicants for their interest; however, only those considered for an interview will be contacted.