

TITLE: **Library Associate – Legal Education**
COMPANY: LA Law Library
FULL/PART TIME: Full Time
SCHEDULE: Monday-Friday, 9:15am-6:00pm
SALARY: $22/hour

ABOUT LA LAW LIBRARY

LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information. In addition to acting as the curator and cultivator of a superior collection of legal resources comprised of nearly one million volume equivalents -- including one of the nation's largest foreign and international law collection, LA Law Library serves as a gateway to legal information and a navigator facilitating access to the legal system for those who do not have or cannot afford legal representation.

Our staff serves more than 100 thousand patrons annually, both nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of our many partners to provide innovative legal research technology and services.

POSITION INFORMATION

LA Law Library currently seeks an energetic, flexible, and team-oriented Library Associate for Legal Education. The successful candidate should demonstrate excitement about outreach, education and serving the public, possesses experience and the aptitude for excellent customer service, preferably within a public library setting, and has a willingness to learn. They will provide qualified assistance and referrals to users in navigating law-related library resources and websites while also possessing the ability to work

independently and exercise sound judgment in a busy library environment with a minimum of supervision.

RESPONSIBILITIES:

The Library Associate responsibilities are divided into five (5) primary categories: Legal Education Development; Outreach and Development; Administrative; Direct Patron Services; and Other Responsibilities as assigned. Under the general guidance and direction of the department Director, and in coordination with departmental staff, this position requires the ability to work independently and employ proactive thinking, sound judgment and diplomacy.

Legal Education Development

- Works with the Director to develop content for classes taught by Library staff and Volunteer attorneys
- Assists the Director in providing oversight and guidance in the development and maintenance of class content through regular review of materials and interface with instructors in the interest of maintaining relevance, timeliness, compliance with updated changes in the law and other quality control concerns.
- Develops associated class support materials for various patron groups, including self-represented litigants, attorneys, paralegals, business owners and entrepreneurs, and the general public.
- Travels as assigned to remote locations to assist with on-site education, reference and research services.
- Identifies patron legal education needs and works with Director and Managing Librarian to analyze/develop appropriate training programs provided by both in-house and external instructors. • Stays abreast of changes in the law to help ensure continuity and accuracy of LA Law Library instructional class content.
- Ensures the department follows established timelines and calendaring procedures for scheduling educational classes in Main and remote locations.
- Plans, calendars and executes Minimum Continuing Legal Education (MCLE) programs according to California State Bar rules, and handles CIMCE Multiple Activity Provider renewal process.
- With assistance from the Director and Managing Librarian, handles the ABA guided MCLE accreditation renewal process.
- In coordination with the Administrative Technician, maintains MCLE and other class and workshop statistics.
- With the Director, establishes and maintains relationships with legal professionals and organizations to develop and implement Legal Education programs.
- Documents and implements policies and procedures regarding the library's legal education programs and evaluation process.

- With the Director, establishes and maintains a roster of volunteer speakers and/or instructors.
- Works with the Managing Librarian to assist with selection of new multimedia MCLE collection materials.
- Develops and maintains pathfinders, bibliographic resources and research guides in print and on the MCLE and CIMCE section of the library's website.

Outreach and Development

- Supports the Director and Managing Librarian in the development of Legal Education partnerships and opportunities for joint collaboration
- Supports partnerships with outside organizations to enhance services for specific audiences.
- Assists in coordination and implementation of outreach related activities aimed at current and potential speakers and partnering organizations

Administrative

- Compiles and archives statistics and assists with the development of special reports
- Coordinates support staffing to ensure seamless coverage of services provided to patrons participating in library programs
- Maintains and updates designated program-related administrative documents and records
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in development and implementation of strategic plans and documentation of objectives and projects
- Participates in the tracking of best practices for the administrative operations of specific departmental programs and recommends solutions to issues arising from department operations

Direct Patron Services

- In cooperation with other departments on an as needed basis, assists in providing public counter service to patrons, including locating materials, directing patrons to resources, supporting branch and partnership locations or providing circulation services
- Refers users to Reference Librarians for additional help in locating and using needed resources
- Responds to patron inquiries and prioritizes requests, consulting with the designated Managing Librarian as needed
- Assists with the development and preparation of materials and programs for Spanish and other non-English language speakers

Other Responsibilities as assigned

- Participates in orientation and training of new staff members.
- Participates in library-wide projects and programs.
- Provides public counter support and services
- Other related duties as required.

REQUIRED QUALIFICATIONS:

Required

- BA or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with coordinating and supporting legal education and/or library administrative work.
- Computer literacy required (MS Office, including Excel, and Google Docs)
- Aptitude for complex, analytical, detailed work and schedule management
- Interest in outreach and promotion of new and innovative program ideas
- Ability to work independently while exercising sound judgment to seek guidance, direction, and support from supervisor and team members
- Excellent written and oral communication skills
- Experience working directly with a diverse public population with sensitivity to varying levels of literacy competencies and/or economic/social/educational challenges
- Experience working with legal and other industry professional
- Excellent written and oral communication skills
- Ability to work as part of a team across departmental lines

Preferred

- Experience working in a public library and/or law firm
- Proficiency in Spanish
- Demonstrated commitment to service and social justice
- 1-2 years of experience planning, coordinating and organizing CIMLE and MCLE selection and/or continuing legal education programs for legal professionals and the general public

BENEFITS

LA Law Library currently offers a comprehensive benefits package including paid leave accruals, 14 paid holidays, life and long-term disability insurance, Aflac Insurance; as well as a

transportation allowance/reimbursement program for using public transit or free parking if you drive.

EQUAL OPPORTUNITY EMPLOYER

LA Law Library is an equal opportunity employer. It does not discriminate against qualified employees or applicants based on race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law. Equal employment opportunity will be extended to all persons in all terms and conditions of employment.

To apply for this position please submit your **resume** and **cover letter** in Indeed.com or ZipRecruiter.