

## Training Division, Training Support Assistant

The incumbent of this position will serve as a Training Support Assistant (Meeting Coordinator) for the Training Division and will provide day-to-day oversight, coordination, and administration for various training-related processes within DSO. The incumbent will participate and support a wide variety of defender and CJA panel in-person and virtual training initiatives.

Duties include but are not limited to:

1. Assisting with publicizing conferences and training events, including creating an on-line registration website and communicating announcements to targeted participants.
2. Providing on-site support to staff assigned to manage and plan each conference and training event.
3. Performing administrative functions related to the Division team's work on training webinars and conferences.
4. Answering orally or in writing, inquiries from potential conference attendees and redirecting them to other staff members when necessary.
5. Gathering, shipping, and distributing AV equipment and materials for DSO staff, program participants and faculty.
6. Securing Continuing Legal Education (CLE) approval from and reporting CLE to the appropriate sources.
7. Assisting as required with the creation and management of individual training events and conference budgets.
8. Preparing requisition requests as necessary for implementation of training programs and conferences.
9. Providing administrative assistance such as organizing and maintaining office files, records, and directories.
10. Demonstrating proficiency with Excel spreadsheets and experience with virtual learning platforms.

Closes: 5/15/2024

Link to Apply: [USAJOBS - Job Announcement](#)