Colorado Education Association
Vacancy Announcement
Confidential Staff – Assignment: Legal Administrator Responsible to General Counsel/Deputy Executive Director/Manager of Legal Services

Posting Date: February 21, 2020
Closing Date: March 20, 2020 (5:00 p.m. MST)
Anticipated Starting Date: May 1, 2020

The Colorado Education Association (CEA) is seeking qualified candidates who are passionate about helping elevate educator voices to improve working and learning conditions for educators and students. The Legal Administrator will provide support to the CEA Legal Program and General Counsel.

CEA is committed to creating a diverse environment and is proud to be an equal opportunity employer. We actively encourage people of color, women, individuals who identify as LGBTQ+, or gender non-conforming, people living with disabilities, veterans, and bilingual people to apply for open external positions at CEA.

Qualifications Required

• A minimum of five years of experience as a paralegal and law office administrator in a small law firm environment that includes bookkeeping, budget monitoring, record keeping, and maintaining confidential documents.
• Experience with legal billing systems and processing insurance claims.
• Excellent oral, written, and interpersonal communication skills.
• Ability to compile and organize complex data and information.
• Proven experience with various computer programs and software in a Windows based PC environment, including ability to use Excel.
• Ability to work in a team environment.
• Effective records maintenance skills.
• Ability to expand knowledge and skills in a rapidly changing environment.
• Ability to complete multiple projects with shifting priorities and to meet deadlines under pressure.
• Ability to work with a minimum of supervision.
• Willingness to work non-traditional hours on an occasional basis.
• Ability to maintain and process confidential information and documents.
• Paralegal certification and/or college degree.
• Knowledge of unions, nonprofit corporations or other membership-based organizations.
• Experience drafting corporate and other legal documents.
• Experience with legal research using Lexis-Nexis and Bloomberg law research programs.
• Detailed oriented and a record of accuracy in all work performed.
• Working effectively and efficiently under high-pressured situations.
• Willingness to travel to out of state conferences and trainings.
Responsibilities – General

- Oversee CEA’s Legal Services Department program under the direction of the General Counsel.
- Maintain and process staff attorneys’ time and expenses into the time/billing system and transmit data monthly to the National Education Association to effect funding reimbursement.
- Process insurance claims with the National Education Association Educators Employment Liability Insurance plan.
- Maintain, process, and reconcile Legal Services Department accounts.
- Monthly review and reconcile the legal general ledger and budget.
- Prepare for, and participate in, the National Education Association audits.
- Process yearly renewal of the National Education Association contract.
- Update and maintain Attorney Referral Program roster. Recruit and work with the National Education Association to process new attorney requests.
- Prepare correspondence, minutes, memorandums, and reports for the General Counsel.
- Conduct legal research and draft meeting agendas, confidential communications, legal memorandums, and corporate documents as assigned by the General Counsel.
- Maintain confidential Association documents, communications and files for General Counsel.
- Prepare pamphlets, brochures, newsletters, including basic graphics layout.
- Maintain calendar, schedule meetings and handle travel arrangements for General Counsel.
- Communicate with public, private and governmental agencies under the guidance of the General Counsel.
- Respond to member, local and state leader, and field staff inquiries and requests as deemed appropriate by the General Counsel.
- Support staff attorneys and paralegals on an as needed basis.
- Other duties as assigned by the General Counsel.

Compensation and Benefits

Salary will be commensurate with experience and skills. The Colorado Education Association offers generous fringe benefits, including paid vacation, sick leave, and holidays; medical, dental and vision insurance; Section 105 Medical Reimbursement Plan; and immediate vesting in company pension plan.

Application Procedure

To complete an application, please visit the CEA career opportunities website - [https://www.coloradoea.org/career-opportunities/](https://www.coloradoea.org/career-opportunities/).

Applications must be received at CEA by 5pm, MST, March 20, 2020. The letter of interest that you will be asked to submit should be addressed to Hiring Manager at:

Colorado Education Association
1500 Grant Street
Denver, Colorado 80203