

## **COMMITTEE FOR PUBLIC COUNSEL SERVICES**

**44 Bromfield Street  
Boston, MA 02108  
(617) 482-6212**

### **Training Coordinator**

CPCS seeks a Training Coordinator to manage the allocation of training resources agency wide, to coordinate the delivery of training by the various practice areas, to collaborate with the Training Directors and others in the agency with responsibility for training to produce long range strategic training plans and budgets and to achieve economies of scale.

#### **Responsibilities:**

Specific duties of the Training Coordinator include:

1. In collaboration with the various department heads and Training Directors, who determine the substantive training needs and training strategies in their practice areas, the Training Coordinator will identify the training needs for all attorneys handling CPCS cases and CPCS non-legal staff and create agency-wide strategic plans to meet these needs.
2. Identify cross discipline training opportunities (such as handling expert witnesses, forensic issues, evidentiary issues, drafting, oral argument, mentoring skills) and coordinate such training to avoid duplication.
3. Create and manage a unified Training Calendar including all practice areas.
4. Assist the Training Directors in identifying the most effective means of delivering training including web based resources or contract providers for all practice areas.
5. Manage accessible storage, updating and distribution of training materials.
6. Manage CPCS Annual Conferences in collaboration with Training Directors.
7. Coordinate with Chief Financial Officer and Human Resource Director the training of IT and administrative support staff.
8. Coordinate with Chief Investigator and Directors of Social Services Advocates and Social Work regarding the training of their staff.
9. Design and arrange delivery of leadership and management training.
10. Design and deliver training in specialized areas, depending upon the Training Coordinator's expertise.

11. Create annual and long term training budgets including facilities, materials, contractors and outside training programs.

12. Negotiate MCLE agreements, contract with internet based legal research provider, administer library budget.

The Training Coordinator reports to the Chief Counsel or his designee.

Training Directors report to the Training Coordinator regarding the development, coordination, and implementation of an agency wide training budget, calendar, and strategic plan.

Training Directors report to their respective Deputy Chiefs or Department Directors regarding substantive training matters and division specific training goals and strategies.

**Requirements:**

Applicants for this position must have a demonstrated commitment to the high quality representation of indigent persons, a minimum of eight years' experience as a practicing attorney, including three years' experience as a manager or trainer; or, alternatively, eight years of relevant management experience. Experience in management training, in strategic planning, in developing and managing budgets, and in negotiating contracts is preferred.

The position requires strong organizational skills, excellent communication and collaboration skills, the ability to work on multiple projects simultaneously, and the capacity for close attention to detail.

**Salary:** The salary for this position will be commensurate with experience.

**Application:** Applicants should submit a written statement of interest and a resume, as separate attachments, via e-mail to [dsimonini@publiccounsel.net](mailto:dsimonini@publiccounsel.net). Please include "Training Coordinator" in the subject of your email. Applications should be submitted by November 30, 2011, but may be accepted until the position is filled.

**This office is an equal opportunity/affirmative action employer.**

The agency actively seeks to diversify its workforce.

Date of posting: November 14, 2011