

JOB DESCRIPTION

Title: Director of Programs and Education

FLSA Classification: Exempt

Department: Programs and Education

Summary: The Director of Programs and Education is responsible for the oversight of the Society's Programs and Education Department, including major conferences, educational programming, Interest Group activities, international organization engagement, and international law career training. The Director of Education reports to the Deputy Executive Director (DED).

Responsibilities:

- Supervise Department of Programs and Education staff, including the Program Officer, International Law Fellows, and Programs Interns.
- Coordinate educational programming with ASIL leadership, committees, members, and external partners to ensure compliance with the Society's policies.
- Oversee the planning and execution of the Society's Annual Meeting and Midyear Meetings, with relevant staff and member volunteers, including hotel negotiations, 3rd party vendor coordination, contract review, substantive program development, member engagement, publicity and promotion, and budget management.
- Oversee and conduct the Society's international law mentoring and career development programs, including by providing career trainings and resources for law students and career development staff at ASIL Academic Partner schools, both virtual and in-person.
- Oversee the Society's Interest Groups, including governance, administrative, programmatic, and financial activities.
- Coordinate the Society's international organization engagement program, including overseeing the selection of members to participate at official meetings of the UN, UNCITRAL, WTO, OSCE, OECD, and other bodies with whom the Society has official observer status, and ensuring its official status remains current.
- Support the Society's Research & Publications Department with programs designed to elevate the content of the Society's publications and research programs.
- Engage in public speaking on behalf of the Society.
- Serve as administrator of the Society's CLE programming, including filing annual reports with relevant jurisdictions to retain CLE accredited provider status.
- Serve as primary staff liaison to leadership entities, as assigned, including the Membership, Program, Interest Group, and Strategic Initiatives committees and the Judicial Advisory Board.
- Participate in the senior management team and contribute to the overall management of the organization.

Minimum Qualifications:

- BA/BS and JD or equivalent graduate degree. Demonstrated experience in the field of international law.
- Minimum of 7 years' relevant experience in program development, management, and implementation, including event design and management.
- Excellent written and oral communication skills.
- Ability to oversee international legal research and ensure production of written content under tight deadlines.
- Excellent multi-tasking skills, including prioritization of competing obligations, responding to multiple audiences with overlapping demands; and the ability to work under pressure.
- Experience leading a team of staff, volunteers, and interns/fellows to achieve professional objectives.
- Experience in programmatic budget compliance, including identifying ways to decrease costs and increase revenue for programmatic activities.

- Excellent interpersonal skills, including membership/client engagement, public speaking, and addressing sensitive legal and professional issues with passionate actors.
- Excellent organizational skills, including advanced planning capabilities, organizing staff assignments, and ensuring professional obligations are met in a timely fashion.

Preferred Qualifications:

- 10 years relevant experience in international law organizations (public or private), including departmental-level supervisory and budget management experience.
- Large conference design, implementation, and oversight experience, including budget development, financial oversight, and 3rd party vendor management.
- Experience in international law teaching and administration.
- Experience with membership organizations, databases, procedures, and programs.
- Oversight of CLE and/or judicial education programs.
- Online event design, management, and implementation.
- Language skills and experience working in international, multicultural environment a plus.

Equal Employment Opportunity:

The American Society of International Law is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or on any other basis prohibited by law. We value a diverse and inclusive workforce and encourage all qualified individuals to apply.

Visa Status:

The American Society of International Law welcomes applications from persons of any nationality. Non-US applicants must be legally authorized to work in the United States on an on-going basis without sponsorship.

Compensation:

The salary range for this position is \$78,000 to \$85,000, based on experience and qualifications. ASIL offers a generous benefits package and a stimulating, collegial work environment.

Remote Work:

Unless authorized to work remotely, the employee will be expected to perform the duties of the position in person, subject to public health conditions. All Society employees are required to be fully vaccinated against COVID-19 unless an accommodation is requested and granted.

How to apply:

Please submit a cover letter, resume, references, and writing sample (no more than 10 pages) as a single PDF document to jobs@asil.org. Please put "Director of Programs and Education" in the subject line. Applications will be reviewed on a rolling basis.

About ASIL:

The American Society of International Law (ASIL) is a nonprofit, nonpartisan, educational membership organization founded in 1906 and chartered by Congress in 1950. Its mission is to foster the study of international law and to promote the establishment and maintenance of international relations on the basis of law and justice. ASIL holds Category II Consultative Status to the Economic and Social Council of the United Nations and is a constituent society of the American Council of Learned Societies.

The Society's 3,500 members from more than 100 nations include attorneys, academics, corporate counsel, judges, representatives of governments and nongovernmental organizations, international civil servants, students and others interested in international law. Through our meetings, publications, information services and outreach programs, ASIL advances international law scholarship and education for international law professionals as well as for broader policy-making audiences and the public.