



Compliance & Program Coordinator (Grant-funded programs)

Contingent on funding approval, this position will provide compliance and administrative support as a critical member of a small team for our grant-funded Criminal Law and Actual Innocence programs.

Description

The ideal candidate is an energetic and intelligent team player who takes responsibility and pride in their work, and has previous training, experience and/or specific skills in reviewing, and evaluating, with accuracy, records, policies, documents, and/or expenses to ensure conformity with requirements and best practices. Must be organized and able to pay close attention to particulars and minimize error when working on multiple tasks or projects; be resourceful, a good problem solver and willing to take initiative or exercise judgment with assigned or team responsibilities; be collegial and able to begin tasks for others to finish and pick up tasks where another has left off; be able to use discretion and tact when communicating; and be able to constructively address the needs of conference speakers and participants.

This role will require significant direct contact with internal and external stakeholders. The Compliance & Program Coordinator will assist in all aspects of conference planning, promotion, facility setup, on-site administration, and post-conference administration, in addition to having distinct responsibilities maintaining data quality and accuracy of our program reporting, expense and document reviews, and other internal compliance controls.

Components of the position will require the candidate to:

Grant Condition Compliance & Reporting

- Learn and adhere to grant conditions and internal control protocols to ensure compliance.
- Assist in reviewing scholarship applications, bids, budgets, and other grant documents.
- Review collected program information or data for completeness, errors, omissions, eligibility compliance and be able resolve discrepancies prior to a program.
- Review program expenses and reimbursements for errors, eligibility compliance, and the absence of required approvals and/or support documentation.
- Work with staff to confirm that program facility needs, meal planning and/or overnight accommodation contracts, etc. comply with budget limits and grant conditions.

Seminar/Conference Planning & Administration

- Provide customer-focused on-site support (including A/V support) for legal educational in-person conferences or virtual webinars.
- Identify and communicate deadlines pertaining to pre-program planning, program delivery, marketing, and reporting and ensure program deadlines are met as scheduled.
- Prepare, review, edit, and/or approve program web postings and electronic communications, program documents, including agendas, forms, rosters, web or printed materials, and reports.

This description does not encompass all activities, duties, or responsibilities for this role. Responsibilities, duties, and activities may change at any time with or without notice.

Education

A bachelor's degree and at least three years of related work in a professional setting is required.



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Experience

Significant administrative experience in an office setting or any relevant work experience reviewing records, policies, documents, and/or expenses to ensure conformity with guidelines will also be considered. Computer and Internet skills are required; must be able to operate fax/copy machines, telephones, calculators, and general office equipment. Proficiency with Office 365 (i.e., Word, PowerPoint, Excel, and Outlook), and the ability to work with templates, format documents, and create and edit PDF documents is required. Desktop publishing, conference audio/visual equipment operation, or video editing experience is a plus.

Physical Demands

The physical demands described here are representative of those met by an employee performing the essential functions of this job and include: frequent prolonged sitting at a computer or for regular telephone contact, the ability to regularly lift, carry and otherwise move up to 15 pounds, and the ability to move, reach, push, or pull for various lengths of time throughout the day.

The Center for American and International Law (CAIL) is an equal opportunity employer.

Job Terms

Job Type: Full-time, Non-Exempt. Anticipated Start Date: As soon as practical.

Standard Hours: 37.5 hours a week Monday through Friday, with hour flexibility between 7:30 a.m. and 5:00 p.m. (During conferences, meetings and events, hours may start earlier and end later than standard.)

Compensation: Starting at \$27.00 an hour, depending on qualifications.

Benefits: Medical, dental, vision coverage for the employee, their spouse, and dependents, with CAIL providing a partial benefits supplement; Short-term and long-term disability for the employee at no cost; participation in a 403(b)-retirement plan, with 100% matching contribution of up to 6% of eligible compensation. Vacation accrues at one day per month up to a maximum of ten days annually for new employees. Paid time off is also available.

This position is based out of our office located at 5201 Democracy Drive / Plano, Texas and weekly time in the office is expected. Currently the position includes opportunities for some remote work, with prior approval. CAIL's remote work policy is subject to change in the future.

Limited travel (in-state) may be requested.

About The Center for American and International Law (CAIL)

CAIL was formed in 1947 as the Southwestern Legal Foundation by Robert Storey, Dean of SMU Law School, upon returning from his service as Executive Trial Counsel at the Nuremberg Tribunal following World War II. Dean Storey believed there needed to be an organization to provide continuing legal education for attorneys and to promote and explain the importance of the rule of law. CAIL has fulfilled this mission by training attorneys from over 130 countries on a broad range of international and U.S. legal issues, by promoting the rule of law, such as through its actual innocence programming, and by providing ethics and management training to law enforcement officers from around the world.



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To Apply

Visit <http://bit.ly/3jl1Sq1> to submit your information, including a cover letter and resume. We kindly ask that you do not call our office. **Priority consideration will be given to submissions received by March 2, 2023.**