



## **Academic Program Consultant**

### Job Scope

This position provides direct programmatic support to the Institute's Executive Director and Board of Trustees in the development of annual judicial forums, periodic academic symposia, and other programs on topics relevant to the consumer/plaintiffs bar. Duties include but are not limited to:

- monitoring and researching topics of concern for state courts and judges, and trends in civil procedure/the practice of civil law;
- offering potential program topics for judicial forums and symposia;
- developing topic precis to be used for promotion purposes;
- recruiting academic paper writers and other panelists;
- monitoring paper progress (including editing and writing executive summaries);
- attending and preparing program status reports for the Institute's quarterly board meetings;
- meeting with Institute staff regularly;
- attending judicial forums, academic symposia, annual Institute events, and quarterly meetings (sometimes virtually);
- drafting announcements as needed; and
- responding to legal questions from staff and trustees as needed.

The work shall be performed remotely, but requires in-person attendance at 3-4 events per year (for which reasonable travel expenses will be paid by the Institute). The position has regular but flexible hours and firm deadlines. Approximately 40 hours per month. Fee range is \$48,000-\$52,000/year. This is an NEC position with a renewable annual contract.

### Requirements

- JD degree from an accredited U.S. law school.
- Excellent written and verbal communication skills.
- Demonstrated experience and commitment to advocacy on behalf of plaintiffs and victims through civil litigation, appeals, and/or academic/nonprofit work.
- Strong understanding of complex issues relating to the practice of plaintiffs' civil trial law.
- Creativity and published writing are a plus.

### Application Process and Deadline

Submit a C.V. or resume, a writing sample (please, no Law Review articles), and a cover letter explaining your interest in and suitability for the job to [info@ncji.org](mailto:info@ncji.org). Nominations and applications are due by March 11, 2024. Target start date is June 3, 2024.

*The National Civil Justice Institute (NCJI) is a national legal nonprofit created by trial attorneys in 1956 to support the U.S. civil justice system. Our programs and publications provide a balanced view of the role of the civil courts in sustaining American democracy. NCJI is an equal opportunity employer. We value and promote diversity. Applications are invited regardless of race, gender, gender identity or expression, national origin, sexual orientation, age or disability.*