

**Colorado Attorney Mentoring Program (CAMP)
Colorado Supreme Court
Job Description**

Job Title: Deputy Director
Status: At-will employee
Exempt
Full-Time
This position is not covered by the Colorado Judicial Department Personnel Rules.
Salary: \$75,000

General Statement of Duties

The mission of the Colorado Attorney Mentoring Program is to promote professional pride and identity in Colorado's legal community and excellence in service to the public through the teaching of the core values and ideals of the legal profession and training in the best practices for meeting those ideals. We achieve this through the creation of mentoring and coaching relationships within the bar, courts, law offices, and law schools.

This position is designed for a creative, energetic individual who is interested in catalyzing Colorado lawyer participation in mentoring and professional development. The Deputy Director will perform innovative and skilled work in providing mentoring strategies, program development and planning, relationship facilitation, and participant recruitment services to CAMP mentors, mentees, and partners. The Deputy will create and implement a long-term community engagement plan that includes consistent and effective communication, engagement, and participation in local bar associations, courts, law schools, law offices and other legal community stakeholders. The Deputy has responsibility for creating and implementing systems to engage Colorado lawyers in CAMP mentoring programs and as partners in collaborating to impact the core values and ideals of the legal profession. This position reports to the CAMP Director.

Essential Functions of the Position

The goal of this position is to build capacity to implement the objectives and strategic sustainability goals of the Colorado Attorney Mentoring Program through lawyer engagement that is participatory, inclusive, deliberative, and collaborative.

Community Engagement

- Create and implement a community engagement system and strategy.
- Leverage the use of technology to gain efficiencies and enhance communication between CAMP, participants, and community stakeholders.
- Review and evaluate engagement systems and activities and make enhancements to improve effectiveness.
- Provide consultation, training and assistance to CAMP partners and participants on implementing engagement tools.
- Identify potential community partners and build lasting and reciprocal relationships.

- Ensure that the needs of culturally and economically diverse lawyers are met and identify and remove barriers to participation in CAMP programming.
- Use training, one-on-one interviews, and small group meetings and other techniques to facilitate engagement of participants in taking initiative to engage in lawyer mentoring and professional development in Colorado.
- Provide assistance in coordinating volunteers for high priority projects.
- Confer with CAMP Director to prioritize issues and determine which strategic sustainability goals should receive focused attention at any point in time.
- Maintain accurate records and prepare reports related to program activities.

Participant Engagement

- Serve as primary liaison for intake of new mentees and mentors.
- Conduct mentee pre-match consultations.
- Coordinate mentor and mentee matching and assist in facilitation of mentoring relationships as necessary.
- Maintain, update, and develop strategies for fulfilling the recruitment goals of the CAMP Strategic Plan and assist the Director in planning matters related to recruitment.
- Work with CAMP partners to ensure partner programs complement and support CAMP objectives.
- Maintain evaluation and assessment reports for all mentoring relationships.
- Take a leadership role in developing new education programs and collaborations that maximize CAMP's impact on the community.
- Speak publicly when called upon to do so as an advocate for CAMP and provide leadership in the legal community as relates to lawyer mentoring and professional development.

Administration

- Assist the Director in setting and implementing administrative and strategic policies in furtherance of CAMP objectives.
- Assist in managing CAMP's website and social media platforms.
- Assist in managing CAMP's mentoring software platform.
- Assist in the coordination and publishing CAMP's monthly newsletter and annual report.

Knowledge, Skills, and Ability

- Maintain current knowledge of industry best practices and standards in lawyer education.
- Ability to develop and maintain positive relationships with Colorado's bar associations, law offices, law schools, and courts.
- Knowledge of principles, practices, and techniques related to designing effective engagement strategies, intercultural communication, conflict management, systems thinking, collaborative decision making, consensus building, and meeting facilitation.
- Skill at influencing and motivating people to engage in mentoring.
- Skill at nurturing individuality and independent thinking amongst group members while simultaneously building consensus in working toward common goals that affect the future sustainability of the Colorado legal community.
- The ability to build trust and assist people in managing change.

- Training and development skills including the ability to teach effective mentoring skills to lawyers.
- Proficiency with technology, the ability to learn new skills and systems, and the ability to conduct on-line moderation of discussions and managing social media.
- Ability to organize and manage multiple projects simultaneously.
- Outstanding interpersonal and communication (oral and written) skills.
- A work style that is self-motivated, reflective, self-aware, and adaptive and that includes the ability to fulfill a variety of functions in a team environment without direct supervision.
- The ability to think critically and expansively by combining ideas in unique ways or making connections between disparate ideas.
- The ability to establish and maintain effective working relationships across cultural differences.
- The ability to manage, plan, and implement projects, establish project boundaries, and evaluate project success.
- The ability to maintain records and prepare reports.
- The ability to plan, organize, and prioritize work.
- The desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork.
- Demonstrated effective public speaking.
- Willingness to embrace and adhere to CAMP's mission and vision.
- Perform other duties as assigned.

Supervisor Responsibilities

There are no formal supervisory responsibilities, however, this position may supervise support staff in the completion of discreet clerical projects.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; use hands and arms to perform repetitive motions; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Work Environment

The noise level in the work environment is usually quiet. This position is subject to many interruptions, handling multiple requests and inquiries simultaneously, and managing multiple areas of responsibility. Occasional evening work and travel outside of the Denver metro area may be required.

Minimum Qualifications

Law degree and admission to the practice of law in Colorado. Minimum three years actual experience practicing law. A demonstrated and verifiable reputation for integrity. Knowledge and experience with the Colorado Rules of Professional Conduct.

Address your letter of intent, resume and writing sample (no more than five pages) to J. Ryann Peyton, Director, Colorado Attorney Mentoring Program, and **e-mail your materials by August 17, 2018 to:**

Lauren Solomon
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