



JOB ANNOUNCEMENT

(Updated 10/2024)

Title: ICLE Layout Editor
Department: Institute of Continuing Legal Education (ICLE)
Reports to: ICLE Content Manager
Location: Atlanta, Georgia
Classification: Full-Time / Non-Exempt

SUPERVISORS AND ORGANIZATIONAL STRUCTURE

This position falls under the Institute of Continuing Legal Education Department.

STATEMENT OF PURPOSE

To develop, create and maintain artwork and materials for production of ICLE programs.

DUTIES

- Design, build and maintain live and on demand program brochures for ICLE programs.
- Design, build and maintain live and on demand program eBooks for ICLE programs.
- Upload eBooks and brochures to our learning management system (LMS).
- Convert agendas from text to HTML and style using CSS for the website descriptions.
- Create documents and artwork (digital and physical) for production of ICLE programs (ex., signs, name cards).
- Assist with execution of marketing for ICLE.
- Consistently monitor ICLE program schedule and communicate with program coordinators and management to anticipate needs for documents and artwork.
- Collaborate with co-workers in ICLE and in other State Bar of Georgia departments.
- Complete other activities, tasks and responsibilities as assigned by the ICLE content manager or director in furtherance of the goals of ICLE.
- Complies with State Bar of Georgia policies.

REQUIRED EXPERIENCE AND SKILLS

Education, Training and Experience

- Bachelor's Degree in Art (concentration in Graphic Design) or Communications (concentration in Publication Production) preferred.

Tools, Equipment

- Proficiency in Microsoft Office applications: Teams, Word, Excel, PowerPoint, and Outlook.
- Ability to become familiar with organization specific programs and software.
- Proficiency in Adobe Creative Suite
- Proficiency of HTML/CSS
- Knowledge of CMS or LMS a plus
- Knowledge of photography/videography a plus

Essential Functions of the Job

- Graphic design layout
- HTML/CSS
- Typing
- Proof reading
- Organizational skills
- Detail oriented
- Manage and prioritize voluminous workload
- Work as part of a team; interact with and support State Bar of Georgia staff, members and volunteers.
- Work regularly within agreed upon office hours for 7.5 hours per business day. Assist on as-needed basis during times outside of the usual business day.
- Able to accept constructive criticism.
- Available to provide timely and personal attention to the public, and to State Bar of Georgia staff, members, and volunteers.
- Employee is subject to in-person and remote supervision and is expected to perform their job in a State Bar office unless managing or supporting a meeting or event that takes place away from a State Bar office or telecommuting in compliance with State Bar policy.

How to Apply:

- Send an email with resume and cover letter attached to HR@gabar.org
- Please type “**Layout Editor**” as the subject line of the email
- Please make sure the cover letter explains your interest in the position, summary of your work experience, and includes at least three references and your contact information.
- Deadline for applications: **Until position is filled**

About the State Bar of Georgia: The State Bar of Georgia, with offices in Atlanta, Savannah, and Tifton, was established in 1964 by the Supreme Court of Georgia as the successor to the voluntary Georgia Bar Association, founded in 1884. All lawyers licensed to practice in Georgia belong to the State Bar. Its more than 52,000 members work together to strengthen the constitutional promise of justice for all, promote principles of duty and public service among Georgia’s lawyers and administer a strict code of legal ethics.