

Job Title

State Mock Trial Coordinator

Location

State Bar of Georgia, Atlanta

Job Purpose

The State Coordinator's purpose is to oversee the entirety of the Georgia Mock Trial Program for the Young Lawyers Division of the State Bar of Georgia and promote it within both the educational and legal communities.

Job Timeframe

10 months – August 1 through May 31, annually

Key Responsibilities

The State Coordinator's major areas of responsibility include, but are not limited to

- managing the Georgia High School Mock Trial Competition by
 - providing an administrative structure for the program
 - facilitating communication between High School Mock Trial (HSMT) Committee members and volunteers, officers of the State Bar of Georgia's Young Lawyers Division (YLD) and teams enrolled in the program
 - monitoring and reporting the status of the program in a timely and precise manner to the HSMT Committee, YLD and State Bar of Georgia leadership
 - promoting the program to non-member teachers and schools statewide
 - evaluating program offerings and recommending change or the addition of new projects or resources
 - formulating program direction
 - developing program policies
 - facilitating the work of HSMT subcommittees, including the production of the case materials and the review of the rules each season
 - developing and providing appropriate resources to member teams
 - providing training opportunities and support to program volunteers
 - facilitating the coordination of regional competitions statewide
 - planning, organizing and staffing the state finals competition
 - facilitating the coordination of the annual Craig Harding Memorial Court Artist Contest
 - organizing and staffing the annual Law Academy
 - facilitating the state champion team's participation in the National High School Mock Trial Championship
 - developing, maintaining and overseeing the program's online presence
- overseeing the program's budget by
 - assisting HSMT Committee leadership in fundraising activities necessary to support programs
 - determining sources of non-donation income for the program
 - reviewing past expenditures and making decisions for future expenditures
 - working with the State Bar of Georgia's accounting department to maintain an accurate account of all program income and expenditures

- representing the HSMT Committee to the National High School Mock Trial Championship, Inc.
- serving as a representative of the HSMT Committee to the State Bar of Georgia's Standing Committee on Law-Related Education and other law-related education organizations as necessary

Further Job Requirements

- It is preferred that applicants hold a current teaching certificate (T-4 or above)
- It is preferred that applicants have high school mock trial experience
- Applicants must have experience with the Microsoft Office 2007 suite of applications, including Outlook

Application Process

- Submit a RESUME along with a COVER LETTER no later than **Friday, February 10, 2012**
Mail to: **Georgia Mock Trial Office; ATTN: Stacy Rieke; 104 Marietta Street, NW; Suite 100; Atlanta, GA 30303**
- The receipt of all applications will be acknowledged via email by the end of February
- The consideration process, including any necessary interviews, will be conducted between February 13 and March 30, 2012
- The identity of the new state coordinator announced via email to all applicants by the end of May