



Continuing Professional Development (CPD) Position Available:

Multi-Media Coordinator

The Law Society of Manitoba's Education and Competence Department is seeking a creative and qualified individual to join our education team to provide multi-media support and coordination.

This position will support the Law Society's goal of providing a wide variety of education resources to maintain and enhance the competence of Manitoba lawyers.

Position Responsibilities will include:

- Coordinating, developing and delivering a variety of communications to the legal profession about education resources;
- Managing the CPD digital library (including recording & production of video content);
- Monitoring and updating website content;
- Assisting in audio visual and technical support for the delivery of education events;
- And much more!

Qualifications:

- Post secondary training in a related field or equivalent experience is required;
- Working knowledge with mass e-mail services software, video production and website management tools is preferred;
- Proficiency in the use of WordPress and Articulate Storyline would be an asset;
- Strong organization and project management skills;
- Excellent communication skills;
- Ability to work both independently and collaboratively as part of a team.

We are looking for candidates who are professional, positive, energetic, and work well with a wide variety of people in a team environment.

Please submit your application in confidence, to: careers@lawsociety.mb.ca

Closing date for applications is: **May 21**

*The Law Society of Manitoba thanks all applicants for their interest.
Please note that only those applicants to be interviewed will be contacted.*