



Job Openings at The Sedona Conference

[The Sedona Conference](#) (TSC) is a nonprofit, nonpartisan 501(c)(3) research and educational institute headquartered in Phoenix, AZ, with Working Group members and continuing legal education programs world-wide. TSC focuses on the advanced study of law and policy in areas such as eDiscovery, complex litigation, intellectual property rights, and data security and privacy law. TSC is largely a volunteer organization that thrives on the contributions of its conference faculties, Working Group members, and the financial support of its members, conference registrants, and sponsors.

The Sedona Conference currently has two job openings for full-time positions in its Phoenix office

(1) PROGRAM ATTORNEY

TSC seeks candidates for a full-time on-site position as Program Attorney. The Program Attorney is responsible for managing the work of teams of volunteer lawyers to research cutting-edge issues in the law, generate scholarly articles, and produce accredited continuing legal education programs.

Required qualifications:

- Juris Doctor (JD) degree or equivalent from an accredited law school
- Legal/Academic editorial experience (e.g. Chicago Manual of Style, Bluebook, etc.)
- Excellent written and verbal communication skills
- Ability to work collaboratively in a team environment
- Comfort with online collaboration tools (Zoom, Teams, etc.)

Additional skills or experience desired:

- Microsoft Office 365
- Continuing Legal Education (teaching or administration)
- Public speaking/presentation

Salary and benefits

- \$65-85,000 depending on skills and experience
- Health coverage

- Flexible work schedule
- Diverse and inclusive work environment
- Travel opportunities

To apply, send your resume, academic or legal writing sample, and cover email to Kenneth J. Withers, Executive Director, at kjw@sedonaconference.org on or before Friday, October 18, 2024.

(2) ONLINE MARKETING AND COMMUNICATIONS SPECIALIST

TSC seeks an imaginative and energetic “techie” with a talent for producing and promoting social media content and online education for a full-time position in its Phoenix office. Duties would include web site support, social media communications, webinar production and occasional IT support for a small on-site office and remote staff.

Required qualifications:

- Microsoft Office 365
- Social media profile administration and promotion (e.g., LinkedIn)
- Digital presentation design (e.g., PowerPoint, Adobe Creative Cloud)
- Zoom webinar and meeting production (including polling, breakouts, and analytics)

Additional skills or experience desired:

- Desktop publishing (e.g., MS Publisher, Canva)
- Web site and CRM database administration (Drupal 10 and CiviCRM)
- Mark-up language (e.g., HTML)
- Copy editing and proofreading

Salary and benefits

- \$50-60,000 depending on skills and experience
- Health coverage
- Flexible work schedule
- Diverse and inclusive work environment
- Travel opportunities

To apply, send your resume and cover email to Ryan Boggess, Director of Operations, at rmb@sedonaconference.org on or before Friday, October 18, 2024.