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*a tradition of professionalism and public service*

## **JOB ANNOUNCEMENT**

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### **Associate Director**

The Arkansas Bar Association seeks a self-motivated, highly organized, detail-oriented individual to fill the position of Associate Director. The successful candidate will demonstrate a strong work ethic and advanced skills in oral and written communication, event planning, teambuilding, and organizational management.

He/she must work effectively to foster and maintain a strong working relationship with volunteer leadership, members, and staff. Experience with computers, marketing, and human resource management is required. Knowledge/work experience in the legal field is a plus. A JD or MBA is preferred.

Applicants must submit resume, Association employment application, salary history, and writing sample (not to exceed 5 pages) to Karen K. Hutchins, Arkansas Bar Association, 2224 Cottondale Lane, Little Rock, AR 72202. The application is available on "What's New" at [www.arkbar.com](http://www.arkbar.com). Salary commensurate with experience. The Arkansas Bar Association is an equal opportunity employer. The position is open until filled.

The Arkansas Bar Association is a voluntary, state-wide association with over 4,900 attorney members. The Association's membership participates in a variety of programs and activities, including publications and handbooks, continuing legal education, legislative advocacy, public service projects, and studies to reform outdated laws. Among the purposes of the Arkansas Bar Association are the improvement of the administration of justice in Arkansas and the fostering among its members high ideals of integrity, learning, competence and public service.