

Office Manager/Referral Consultation Coordinator

Snohomish County Bar Association (SCBA) Location: Everett, Washington

Position Type: Part-Time

Position Summary

The Snohomish County Bar Association (SCBA) is seeking a highly organized, detail-oriented, and self-motivated Office Manager and Referral Consultation Coordinator to oversee daily operations, member services, financial administration, event coordination, continuing legal education (CLE) support, and attorney referral services. This position works closely with the Board of Trustees, membership, attorneys, vendors, and the association's bookkeeping service to ensure the smooth operation of the organization.

The ideal candidate will possess strong administrative, organizational, technology, and communication skills and enjoy working in a member-focused professional environment.

Key Responsibilities

Financial Administration

- Process accounts receivable and deposit checks.
- Coordinate and process annual membership dues renewals.

Lawyer Referral Consultations

- Manage Lawyer Consultation Referral (LCR) logistics.
- Produce monthly board reports regarding referral consultations.

General Office Management

- Assist SCBA members with administrative needs.
- Maintain and update membership databases and records.
- Coordinate computer maintenance, upgrades, and troubleshooting.
- Retrieve mail from the local post office.
- Participate in monthly Board meetings as required.
- Order and pick up office and event-related supplies.

Events & Programs

Annual Golf Tournament

- Design tournament brochures, promotional materials, and event programs.
- Create event signage and coordinate printing.
- Manage registration and on-site administrative support during the event.

Association Events

- Provide administrative and day-of-event support for attorney swearing-in ceremonies.
- Assist with other member and community events sponsored by SCBA.

Member Services & Communications

- Provide limited copy services for members.
- Design and distribute member surveys using SurveyMonkey.
- Maintain positive relationships with members and respond to inquiries in a timely manner.

Continuing Legal Education (CLE)

- Coordinate on-site CLE logistics when available.
- Manage and maintain the SCBA online CLE library.
- Perform basic video editing as needed.
- Create and post CLE descriptions and related content to the SCBA website.

Annual Meeting Support

- Coordinate purchase of awards and recognition items.
- Provide administrative and logistical support during the Annual Meeting.

Qualifications

- Strong administrative and organizational experience.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office Suite, databases, and online collaboration tools.
- Experience with website content management systems preferred.
- Experience with graphic design software (Canva, MailChimp) preferred.
- Ability to manage multiple projects and deadlines independently.

- Comfortable learning new technology and maintaining office equipment.
- Event planning and coordination experience preferred.
- Experience working with membership organizations, professional associations, nonprofits, or legal organizations is a plus.

Desired Skills

- Attention to detail and accuracy.
- Strong customer service orientation.
- Problem-solving and critical thinking skills.
- Ability to work independently with minimal supervision.
- Flexibility to assist with occasional evening meetings and special events.

Opportunities

- Varied and engaging responsibilities in a collaborative environment.
- Meaningful role supporting the legal community in Snohomish County.

How to Apply

Interested candidates should submit a résumé and cover letter detailing their relevant experience and qualifications. Please submit documents to director@snobar.org.

Note: Background check required.