Call for Applicants - ILW 2019 Administrative Officer

Position Summary: The American Branch of the International Law Association (ABILA) seeks a dynamic individual to serve, effective immediately, on a contract basis, as an Administrative Officer (“AO”) for International Law Weekend 2019 (ILW). ILW takes place Oct. 10-12, 2019 in New York. The AO will work closely with the ILW Organizing Committee and with the liaisons from the respective ILW venues—Fordham Law School, the Association of the Bar of the City of New York (ABCNY), and a U.N. Mission—as well as with ABILA’s President, Chair, and Membership Officer. This assignment will run from the date of engagement through October 31, 2019.

Primary Duties and Responsibilities: ILW is a complex event requiring significant preparation and oversight, including coordinating with the respective venues regarding rooms, reception areas, catering and audio-visual requirements, registration and related matters. The AO will have regular communications with the appropriate liaisons at the New York City Bar Association, Fordham Law School, and the designated U.N. Mission to ensure that rooms are reserved in advance and the necessary arrangements are made in a timely manner. While the venues have hosted ILW many times, the AO will be tasked with ensuring that the process is managed effectively.

The AO will also correspond and work with ILW panelists and panel chairs, and respond to email inquiries regarding various aspects of ILW (logistics, panel inquiries, visa requests, general correspondence, etc.). He or she will also work with the *ILSA Journal* to provide information to Journal representatives, liaise with Exhibitors, and perform other duties as needed.

The AO will manage the final production of the ILW 2019 Program, in collaboration with the Organizing Chairs and ABILA’s Membership Officer. The Program includes all the conference information, including the date and time for each event as well as the title, description, and panel composition for each panel. It also includes information about registration, sponsors, and CLE. The AO will proof the final draft and manage the printing of the Program, as well as event posters and other materials for the event, ensuring that the Program is delivered to the respective ILW venues during the conference. The AO will be recognized for his or her significant contribution at ABILA’s membership meeting, and in the program and publicity for the weekend.

Qualifications: The ideal candidate will have a legal background (either a J.D. degree or working toward a J.D. or other law degree) with strong interest in international law and practice. He or she must have excellent written and verbal communication as well as strong organizational skills, and demonstrate a high level of professionalism.

ABILA will base compensation on the candidate’s experience. The AO may perform the required tasks from anywhere, but must be present in New York City during the conference (Oct. 10-12, 2019). If he or she resides outside of the New York metropolitan area, ABILA will cover reasonable travel expenses related to transportation and lodging in New York during ILW.

The American Branch of the International Law Association will consider proposals from applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity or expression, national origin, genetic information, disability, or protected veteran status. Interested applicants should send their CV and cover letter to Prof. Leila Sadat, President, American branch, International Law Association (sadat@wustl.edu) with a copy to Ms. Bethel Mandefro, membership Officer (bmandefro@wustl.edu).