

Practising Law Institute

Project Coordinator, Product Development

Practising Law Institute (“PLI”) is seeking a Project Coordinator, Product Development for its robust, Manhattan-based team. PLI’s array of world-class legal education programs and services continues to grow, as does PLI’s client base of prestigious law firms and Fortune 500 companies. It is an exciting time to join our dynamic team!

For over 80 years PLI has been the “gold standard” leader in continuing legal and professional business training education. With 250 employees in New York City and San Francisco, PLI holds over 400 live programs each year in state-of-the-art conference centers throughout the U.S. and abroad. Recent international seminar locations include London, Hong Kong and Brazil.

In addition to hosting innovative live programs, PLI streams webcasts and offers on-demand programs for thousands of participants each day. PLI publishes a range of legal Course Handbooks, has an award-winning eBook library, offers the nation’s leading preparation course for the Patent Office’s Registration Exam, and provides SEC compliance and accounting training through its SEC Institute. The organization also develops unique, inventive ways of learning through its Interactive Learning Center, and is deeply committed to the pro bono community, and public interest organizations.

Summary:

Establish systems to track all projects in the area of product development. Implement a project management system to be used department-wide (and interdepartmentally) for the day-to-day tracking and updating of all product initiatives. Help deliver all projects on time and within budget and scope. Help identify opportunities for new projects and areas of opportunity using data, such as customer attendance, customer requests, and survey results.

Key responsibilities:

- Develop detailed project plans to monitor and track progress for all new product development initiatives.
- Coordinate resources (both internal and external) for each product development project.
- Monitor timelines and budget expenses associated with each project and present weekly updates to Director.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Proactively maintain communication with all of the stakeholders in the various projects and incorporate changes to the project scope, project schedule.
- Help assess project risks based on weekly stakeholder reports.
- Create and maintain comprehensive project documentation.
- General administrative tasks including but not limited to copying, filing, coordinating meetings, etc.
- Assist in identifying opportunities for new product development using data.

- Other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

Has no responsibility for the supervision of others.

Qualifications and Requirements:

- A college degree and at least 3-5 years of experience in project management
- Highly advanced Excel skills. Excellent computer skills with knowledge of various software programs, such as Microsoft Office, and project tracking software, such as Jira or Asana.
- Ability to learn data reporting systems quickly.
- Salesforce and CRM experience strongly preferred.

PLI offers market-competitive compensation and a generous benefits package, including medical, dental and vision plans for employees and their families, ample paid time off and holidays, summer Fridays, career development opportunities, and work-life balance initiatives. The PLI work environment is interesting, collegial, intelligent and encouraging.

Qualified applicants please send your resume and cover letter, including salary expectations, to hr1@pli.edu. Indicate the job title "Project Coordinator, Product Development" in the subject line. Only those applicants who meet our requirements for this position will be contacted.

Practising Law Institute is an equal opportunity employer. More information about PLI may be found on our website www.pli.edu.