

**Colorado Attorney Mentoring Program (CAMP)  
Colorado Supreme Court  
Job Description**

**Job Title:** Education & Outreach Staff Attorney  
**Status:** At-will employee  
Exempt  
Full-Time  
This position is not covered by the Colorado Judicial Department Personnel Rules.  
**Salary:** \$75,000

**General Statement of Duties**

The mission of the Colorado Attorney Mentoring Program is to promote professional pride and identity in Colorado's legal community and excellence in service to the public through the teaching of the core values and ideals of the legal profession and training in the best practices for meeting those ideals. We achieve this through the creation of mentoring and coaching relationships within the bar, courts, law offices, and law schools.

This position is designed for a creative, energetic individual who is interested in catalyzing Colorado lawyer participation in mentoring and professional development. The Staff Attorney will perform innovative and skilled work in providing program outreach, relationship facilitation, and participant recruitment services to CAMP mentors, mentees, and partners. The Staff Attorney will implement a long-term community engagement plan that includes consistent and effective communication, engagement, and participation in local bar associations, courts, law schools, law offices, and other legal community stakeholders. The Staff Attorney has responsibility for recruiting, matching, and engaging Colorado lawyers in CAMP mentoring programs to promote the core values and ideals of the program and the legal profession. This position reports to the CAMP Director.

There is opportunity for this position to expand into the role of Deputy Director at a later date.

**Essential Functions of the Position**

The goal of this position is to implement the objectives and strategic sustainability goals of the Colorado Attorney Mentoring Program through lawyer engagement that is participatory, inclusive, deliberative, and collaborative.

**Community Engagement & Outreach**

- Leverage the use of technology to gain efficiencies and enhance communication between CAMP, participants, and community stakeholders.
- Identify potential community partners and build lasting and reciprocal relationships.
- Provide assistance in coordinating volunteers for high priority projects.
- Confer with CAMP Director to prioritize outreach issues and determine which community engagement goals should receive focused attention at any point in time.

- Maintain accurate records and prepare reports related to program activities.

### **Participant Engagement & Outreach**

- Serve as primary liaison for intake of new mentees and mentors.
- Conduct mentee pre-match consultations.
- Coordinate mentor and mentee matching and assist in facilitation of mentoring relationships as necessary.
- Maintain, update, and develop strategies for fulfilling the recruitment goals of the CAMP Strategic Plan and assist the Director in planning matters related to recruitment.
- Work with CAMP partners to ensure partner programs complement and support CAMP objectives.
- Maintain evaluation and assessment reports for all mentoring relationships.
- Speak publicly when called upon to do so as an advocate for CAMP and provide leadership in the legal community as relates to lawyer mentoring and professional development.

### **Knowledge, Skills, and Ability**

- Ability to develop and maintain positive relationships with Colorado's bar associations, law offices, law schools, and courts.
- Knowledge of principles, practices, and techniques related to designing effective engagement strategies, intercultural communication, conflict management, systems thinking, collaborative decision making, consensus building, and meeting facilitation.
- Skill at influencing and motivating people to engage in mentoring programs or relationships.
- Proficiency with technology, the ability to learn new skills and systems, and the ability to conduct on-line moderation of discussions and managing social media.
- Ability to organize and manage multiple projects simultaneously.
- Outstanding interpersonal and communication (oral and written) skills.
- A work style that is self-motivated, reflective, self-aware, and adaptive and that includes the ability to fulfill a variety of functions in a team environment without direct supervision.
- The ability to think critically and expansively by combining ideas in unique ways or making connections between disparate ideas.
- The ability to establish and maintain effective working relationships across cultural differences.
- The ability to manage, plan, and implement projects, and evaluate project success.
- The ability to maintain records and prepare reports.
- The ability to plan, organize, and prioritize work.
- The desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork.
- Demonstrated effective public speaking.
- Willingness to embrace and adhere to CAMP's mission and vision.
- Perform other duties as assigned.

### **Supervisor Responsibilities**

There are no formal supervisory responsibilities, however, this position may supervise support staff in the completion of discreet clerical projects.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; use hands and arms to perform repetitive motions; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

### **Work Environment**

The physical CAMP office is located in Denver, CO at the Ralph Carr Judicial Center. Due to COVID-19, the CAMP office is functioning as a fully remote office through 2020. We expect the office to remain at least partially remote through the first quarter of 2021. Ongoing remote work needs will be determined by 2021 Colorado public health and Colorado Supreme Court guidance. This position requires the ability to stay on task, and multitask, in a remote work environment.

The noise level in the physical work environment is usually quiet. This position is subject to many interruptions, handling multiple requests and inquiries simultaneously, and managing multiple areas of responsibility. Occasional evening and weekend work, travel outside of the Denver metro area, and overnight travel may be required.

### **Minimum Qualifications**

Law degree and admission to the practice of law in Colorado. Minimum three years' experience practicing law. A demonstrated and verifiable reputation for professionalism, integrity, and leadership within the Colorado legal community.

This full-time position will begin in January 2021. Address your letter of intent, resume, and a legal blog or article writing sample (no more than three pages) to J. Ryann Peyton, Director, Colorado Attorney Mentoring Program, and **e-mail your materials by December 15, 2020 to:**

Lauren Solomon  
Administrative Assistant  
Colorado Attorney Mentoring Program  
[l.solomon@csc.state.co.us](mailto:l.solomon@csc.state.co.us)

Finalists will be invited to a remote interview, which will include a public speaking exercise.

CAMP is proud to be an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), gender expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, or military service.