

Attorney Training Junior Coordinator

Department: Professional Development

Organizational Relationship: Reports to the Global Attorney Training Manager

FLSA Status: Non-Exempt

Last Updated: July 2025

General Summary:

The Attorney Training Junior Coordinator supports the Professional Development department in organizing attorney trainings, with an emphasis on practice group and skills-based training.

Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Supports members of the Professional Development team in the development and execution of attorney trainings, including practice group and skills-based trainings
2. Assists in coordination of day-to-day administrative responsibilities of the Training & Career Enhancement (TACE) Committee and Professional Development department
3. Assists in coordination of all program logistics, including updating various calendars, scheduling, drafting invites, maintaining invite lists and rosters, tracking RSVPs and attendance, managing correspondence, drafting post-training surveys, compiling feedback and maintaining accurate records and files
4. Attends trainings or firm academies, as needed
5. Works closely with members of the firm's Workplace Experience, Learning & Development and Technology teams to coordinate logistics relating to live, hybrid and virtual trainings
6. Manages relevant mailboxes and office calendars and resolves scheduling conflicts
7. Assists with special projects and initiatives for the Professional Development team
8. Coordinates with other firm committees and administrative departments in support of training and other Legal Talent initiatives for the Professional Development & Training and Human Capital & Talent department
9. Processes payment through ChromeRiver for invoices and reimbursements
10. Reviews expenses billed to Professional Development department firm administrative matter code (FAM) and works with Accounting & Finance to reallocate as needed
11. Promotes effective work practices, works as a team member and shows respect for co-workers

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Position Specifications

Education

- Bachelor's degree or equivalent required.

Work Experience

- A minimum of one year's related administrative experience required.

Knowledge, Skills & Abilities

- Organizational skills needed to manage time and workflows well; ability to prioritize effectively, be responsive and handle multiple deadlines
- Strong attention to detail and quality assurance processes, and commitment to maintain up to date records
- Exceptional Microsoft Outlook knowledge in order to manage a variety of recurring meetings, appointments, and other events
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a proactive customer-service focus.
- Strong communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Knowledge of and proficiency in PC applications, including Zoom, Microsoft Word, Excel, PowerPoint and Teams

Additional Requirements

- Occasional travel may be required

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.