Professional Development Coordinator – Attorney Training

PeopleSoft Job Code / Title: 8618 / HC&T Coordinator
Department / Subdepartment: Human Capital & Talent / Professional Development
Organizational Relationship: Reports to Level 3 or above
FLSA Status: Non-exempt
UCM Level: Level 2
Last Updated: November 20, 2026

Department / Subdepartment Overview

Human Capital & Talent is a global platform in support of the lawyers' and business services professionals' experience and skills. Our human capital function invests in the recruiting, training, development, and benefits of the lawyers and business services professionals.

Professional Development is committed to fostering the growth and expertise of our legal and business service professionals. Through a range of comprehensive training programs, leadership development initiatives, and career coaching, Professional Development ensures members of the firm are equipped with the skills and knowledge necessary to excel in their roles and drive success in a dynamic legal landscape.

The Attorney Training team supports the Training and Career Enhancement ("TACE") Committee in administering the firm's global training programs for lawyers.

Role Overview

The Professional Development Coordinator - Attorney Training supports the Professional Development team in organizing lawyer trainings, with an emphasis on skills-based training and practice group training programs, ensuring effective delivery and continuous improvement of training initiatives.

Essential Duties and Key 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 training for lawyers, including skills training programs and practice group training
2. Coordinates day-to-day administrative responsibilities of the TACE Committee and Professional Development team
3. Coordinates all program logistics, including scheduling, drafting invites, maintaining invite lists and rosters, tracking RSVPs and attendance, managing correspondence, drafting post-training surveys 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. Assists with CLE compliance requirements in applicable states, including preparing necessary documentation for application to the local state Bar after each CLE activity in order to acquire the proper course accreditation
7. Assists with special projects and initiatives for the Professional Development team

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8. Coordinates with other firm committees and administrative departments in support of training and other Professional Development initiatives for Human Capital & Talent Department and the firm's Practice Groups
9. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Well-developed and professional interpersonal skills, including strong written and verbal communication; ability to interact with people at all organizational levels
- Ability to take initiative and work both independently and in a team environment with a proactive customer-service focus
- Organizational skills needed to manage time well, prioritize effectively, be responsive and handle multiple deadlines
- Strong attention to detail and analytical and quality assurance skills
- Proficiency in PC applications, including Zoom and the Microsoft suite (PowerPoint, Word, and Excel)
- Exceptional Microsoft Outlook know-how in order to manage a variety of recurring meetings, appointments, and other events
- Eagerness and ability to learn new technology tools and platforms, and to adapt as firm systems and processes change
- Ability to handle confidential and sensitive information with the appropriate discretion

Position Specifications

Typical Experience

- A minimum of three years' relevant experience in a professional services firm required

Education

- Bachelor's degree or equivalent required

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- 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.

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