

## LCLD Success in Law School Mentoring Program City Lead Position Description

**Purpose:** The purpose of the City Lead is to serve as the primary, local liaison between LCLD and (a) local law school students and administration and (b) attorney Mentors in their city. The City Lead should have a familiarity with the local legal community and be comfortable supporting and advocating for the LCLD Success in Law School Mentoring Program.

### **Primary Responsibilities – Individual Mentoring Program (IMP)**

- Create/cultivate a relationship with Career Services and/or the Dean's Office at the local law school(s). This includes providing information about LCLD in general as well as, more specifically, about the IMP. This should be done in conjunction with GMP City Lead(s), where applicable.
- Coordinate program launch with the local law school(s). This includes a selection from the launch dates available to make registration open to the students, and providing appropriate materials about LCLD and program launch to law school administration for dissemination to students.
- Assist LCLD staff with the recruitment of attorney Mentors. This may include sending personalized solicitations to local offices of LCLD Member organizations in June/July.
- Conduct periodic check-ins via email with local LCLD Mentors and Mentees to support the LCLD Success in Law School Mentoring Program and facilitate the creation of a local LCLD network of attorneys and students.
- Maintain communications with the LCLD Success in Law School Program Manager, including updates related to upcoming events.

### **Primary Responsibilities – Group Mentoring Program (GMP)**

- Create/cultivate a relationship with Career Services and/or the Dean's Office at the local law school(s). This includes providing information about LCLD in general as well as, more specifically, about the GMP. This should be done in conjunction with IMP City Lead(s), where applicable.
- Coordinate the scheduling of GMP events with local law schools and/or host law firms; design, plan, and execute three GMP events per year, including one informal kick-off event in the fall, one substantive formal program at the beginning of second semester, and one informal closing event.
- Execute invitation/RSVP process for all local GMP events in conjunction with LCLD. This includes inviting local IMP Mentors either as program participants or as guests, local IMP Mentees, and other local law students.
- Provide post-event reports to LCLD to include RSVPs vs. actual attendees, general thoughts on the event, and planned improvements for subsequent events (where necessary). Post-event reports should include 1-2 student quotes and pictures when possible.
- Maintain communications with the LCLD Success in Law School Program Manager, including updates related to upcoming events.