

Senior Training & Outreach Librarian

Library Services Department

Apply

Qualifications:

- Demonstrated experience developing, delivering, and improving training programs using a range of approaches (in-person, virtual, on-demand, one-on-one).
- Experience with AI-enabled research tools and ability to support their evaluation, implementation, and user adoption.
- Advanced proficiency in legal and non-legal online resources (e.g., Westlaw, Lexis, Bloomberg) and other general and topical research resources and technology.
- Experience leveraging data and user insights to evaluate research tools and inform training and resource decisions.
- Excellent communication, presentation, and interpersonal skills, with the ability to effectively engage senior stakeholders.
- Strong writing and formatting skills. Demonstrated experience creating visually polished presentations, newsletters, and other documents.
- Demonstrated service orientation and ability to build and sustain trusted relationships with attorneys and staff.
- Strong analytical, organizational, and problem-solving skills, with the ability to manage competing priorities and exercise sound judgment in a fast-paced environment.

Duties and Responsibilities:

- Drives key components of the Library's firmwide training and outreach program. Works with the Research Manager in executing strategic priorities, goals, and ensuring alignment with practice group and firm objectives.
- Leads the design, development, and delivery of research and resource training programs across multiple formats; develops and maintains current, practical instructional materials.
- Assists with maintaining the Library's Intranet pages and creates research guides for firmwide use.
- Project-leads and supports initiatives related to AI-enabled research tools, including evaluation, piloting, rollout, and development of guidance addressing appropriate use, limitations, and risk considerations.
- Serves as primary liaison to practice groups, proactively engaging attorneys to assess research needs to deliver targeted training, outreach, and solutions.
- Conducts onboarding and orientation resource training for new attorneys and staff.
- Promotes awareness and adoption of research resources through strategic outreach.
- Coordinates vendor-led training and contributes to the evaluation of new research products and services.
- Collaborates with Professional Development to support CLE opportunities for legal research and resource training.

Qualifications (continued):

- Proficiency with current office productivity software such as with Microsoft Office/365 and modern legal technology tools.
- MLS and/or JD strongly preferred.
- Minimum five years of experience in legal research, training and outreach in an AMLAW firm or comparable professional services environment.

Duties and Responsibilities (continued):

- Maintains current awareness of developments in legal research, analytics, and AI; integrates relevant advancements into training and outreach.
- Executes often complex legal and non-legal research and provides support with current awareness monitoring, and research and resource strategies.
- Supports online resource access and credential management as needed, including troubleshooting access issues.
- Performs other duties as assigned.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Exempt

Reports To: Research Manager, Library

Workplace Type: Hybrid

Salary range of \$109,500 - \$137,000 dependent on candidate experience.

We welcome applications from candidates who are authorized to work in the United States for any employer. Please note that the firm is not able to provide or assume employment visa sponsorship for this position.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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