

Learning & Development Specialist – Programs and Projects

PeopleSoft Job Code / Title: 6061 / GlobalLearningandDevSpecialist
Department / Subdepartment: Human Capital & Talent
Organizational Relationship: Reports to the Senior Manager of Global Learning & Development
FLSA Status: Non-Exempt
UCM Level: n/a
Last Updated: August 18, 2025

General Summary

The Learning & Development Coordinator Specialist - Programs and Projects is responsible for driving the development and execution of learning and development programs and projects within the Global Learning & Development team. This role requires strong project management skills, proficiency in Microsoft Office applications, and the ability to quickly adapt to change and multiple demands. Strong capabilities in administration and operations are essential, along with excellent organizational skills. The candidate must possess flexibility, adaptability, and confidence to effectively communicate across various levels and time zones within the L&D team and across Latham's global offices. Experience with Asana for project management, HR systems or Learning Management Systems (LMS) is a plus.

Essential Duties and Key Responsibilities

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

- Develops and refines processes to enhance program efficiency and effectiveness
- Executes learning and development programs and projects, including the Business Services Academies
- Utilizes intermediate to advanced skills in Microsoft Excel and PowerPoint to create and manage project plans, presentations, and reports
- Collaborates with team members to coordinate logistics and measure impact for live, hybrid, and virtual programs
- Collaborates with team members to track attendance for programs and courses, updating the relevant Learning Management System (LMS) accordingly
- Collaborates with team members to support utilization of the Learning Management System and Insights® assessment portal
- Collaborates with team members to develop and prepare training materials, including leader's guides, participant workbooks, and visual aids
- Liaises with external learning vendors to coordinate training initiatives
- Promote effective work practices, work as a team member, and show respect for co-workers

Knowledge, Skills & Abilities

- Possesses strong project management skills with the ability to drive projects and programs forward
- Proficiency in Microsoft Office Suite, especially intermediate to advanced Excel and PowerPoint; experience with Learning Management Systems (LMS) and Asana for project management is a plus

- Demonstrates strong capabilities in administration and operations
- Displays excellent organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Flexibility and adaptability to work across various audiences and time zones across the firm
- Strong written and verbal communication skills
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to handle confidential and sensitive information with the appropriate discretion
- Strong attention to detail and quality assurance skills
- Ability to work collaboratively with a proactive client-service focus
- Enjoyment in developing and refining processes

Position Specifications

Typical Experience

- Minimum of 3-5 years of professional experience 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.