

# CAREERS IN LAW WHEN YOU ARE NOT A LAWYER



**MARCH 9, 2023**  
**4:00 PM – 5:00 PM**

**PRESENTED BY**  
**THE ASSOCIATION OF LEGAL ADMINISTRATORS, NEW YORK CITY CHAPTER**

**[WWW.ALANYC.ORG](http://WWW.ALANYC.ORG)**

# WELCOME TO LEGAL CAREER DAY!

The Association of Legal Administrators, New York City Chapter (ALANYC) is pleased to host this event for you. It is our goal to provide you with an understanding of various positions required to operate a successful law firm and pique your interest in a legal career. Additionally, we are hopeful that some of you may become candidates for internship positions at our chapter member firms.

## PROGRAM

Introduction:

**Paige Soltano**, Director of Placement and Outreach  
Silberman College of Business

Opening Remarks: Santa Medina, Oria L. Aponte

Panel:

**Doug Gibson**, Director of Information Security and  
Information

**Henry Macchiaroli**, Controller

**Lydia Moore-Riley**, Regional Administrator

**Courtney Scott**, Director of Operations

Q&A

Closing Remarks





# ABOUT ALANYC

Founded in 1977, we are a chapter of the larger international organization, the Association of Legal Administrators, whose mission is to connect leaders and managers within the legal industry. ALANYC serves approximately 250 members who manage and support law firms, covering the entire spectrum of the New York City area - ranging in size from just a few attorneys to global firms with thousands of attorneys and staff.

Each year, the association offers a comprehensive array of programs and resources to support the needs of its members. Additionally, we work closely with our community in the areas of community outreach, diversity, equity and inclusion, and mentorship.



## ABOUT THE LEGAL INDUSTRY

**Did you know that the legal industry is more than just law firms and lawyers?** The industry offers a wide variety of exciting and rewarding career opportunities that can positively impact the lives of others.

Like any corporate business, there are many roles behind the scenes that make a law firm work. If you have an interest in computers, you might consider a technology role. If you are a people person, human resources might be of interest. A love of math could lead to a financial career. Writing, graphic design and social media would be a great fit for marketing. Or if you want to work in many different areas, you can be a firm administrator or executive director. Now more than ever, positions focused on diversity, inclusion and cultural awareness are also key.

The legal industry was worth \$849 billion in 2017 and is expected to become a trillion-dollar industry this year. The work can be both interesting and challenging for those who decide to practice law, and there can also be great success in positions on the business side of law.

# MEET OUR SPEAKERS



## DOUGLAS GIBSON

Director of Information & Information Security  
Chaffetz Lindsey

Douglas Gibson is the Director of Information & Information Security at Chaffetz Lindsey, a litigation boutique in Midtown Manhattan. He has been with the firm since its founding in 2009. Prior to his current firm, he worked at Herrick Feinstein, White & Case, and Clifford Chance. He currently focuses on IT infrastructure, data governance, security, and risk. He has a BA (International Studies) from the Univ. of Washington, an MA (Anthropology) from Columbia University, and an MS (Cybersecurity) from New York University.



## HENRY MACCHIAROLI, MBA, CLM

Controller  
Warshaw Burstein, LLP

Henry Macchiaroli, MBA, CLM, has more than 25 years of law firm administrative management experience at large, mid-sized, and small law firms. He is the controller at Warshaw Burstein, LLP, was the Director of Accounting Outsourcing at IMPACT Legal Resources and former Controller for Philips Nizer, LLP. Henry is an active ALANYC member and has served as a Regional Director, President of the ALANYC, and as a National At-Large Director. Henry has presented at ALA local and regional venues and at the NYC Bar Association.



## LYDIA MOORE-RILEY

Regional Administrator  
Davis Wright Tremaine LLP

Lydia Moore-Riley, Regional Administrator, East Coast Offices, leads all aspects of business operations for Davis Wright Tremaine's New York and Washington, DC offices. Lydia leverages her comprehensive understanding of the "business of law" to connect individual, team and department goals with firm wide strategic objectives. Prior to her role as Regional Administrator, where she amassed more than two decades of expertise providing strategic and operational oversight, Lydia worked as administrative support in the non-profit sector before launching a career as Human Resources Manager and Director in the investment banking, tech start-up and legal industries. As a result of making the leap from non-exempt to exempt; administrative support to leadership positions; and from non-profits to professional services, Lydia brings wide ranging experiences and insights to internal clients.



## COURTNEY SCOTT

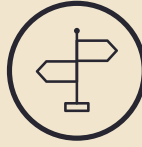
Director of Operations  
Martin Clearwater & Bell LLP

Courtney Scott is a talented business development professional with extensive experience in the legal, academic and healthcare settings. Proficient in business and professional development, marketing, advertising, and event planning, Courtney is currently the Director of Operations at Martin Clearwater & Bell LLP, the oldest and largest medical defense firm in New York. Working with the firm's Executive Committee, her responsibilities include analyzing and implementing various business procedures and policies aimed at improving day-to-day operations across many different departments. Courtney holds a Master of Public Administration (M.P.A.) from the Austin W. Marxe School of International and Public Affairs at Baruch College in New York City. Her academic focus was in Health Care management and administration.

# LEGAL PROFESSIONALS



**Executive Director** is the senior operating officer or manager of an organization or corporation and is responsible for steering the organization and managing its operations.



**Chief Information Officer (CIO)** has the valuable role of managing a law firm's data security, technology infrastructure, and the tech-related decisions that will impact the future of the business.



**Chief Administrative Officer (CAO)** is responsible for managing the day-to-day operations of the firm and is in charge of specific departments such as records management, secretarial services, human resources, facilities and many more.



**Chief Operating Officer (COO)** manages the business operations of the firm. The responsibilities of a COO may differ from one organization to another. The COO controls the firm's internal affairs and policies.



**Chief Financial Officer (CFO)** has major responsibilities which include planning, managing, and running all the finance activities of the firm, along with budgeting, forecasting, and negotiations. This role is fully accountable for the overall financial activities of the firm.



**Chief Marketing Officer (CMO)** is responsible for managing the brand of the organization and the marketing and communications for the firm. This includes the website, social media, public relations, presentations, and advertising, and writing articles and other communications.



**Chief Human Resources Officer (CHRO)** is responsible for developing and executing human resources strategy in support of the business plan and strategic direction of the firm, specifically in the areas of talent management, change management and performance management, training and development and compensation.



**Chief Diversity Officer (CDO)** identifies new programs and initiatives that can bolster diversity within a firm. The CDO works across the firm to optimize organizational culture, align the firm's diversity and inclusion goals with business outcomes, and is able to respond to changes or policies that occur outside the firm that affect firm culture or employee and client populations.





# THANK YOU FOR ATTENDING

We would like to thank the members of the ALANYC Diversity, Equity and Inclusion, the Community Services, and the C.O.R.E. teams for their continued dedication to this program. A heart-felt thanks to our esteemed panelists for their time, insight on their experiences, for sharing their journey into the legal space, and advice to the students. Lastly, a special thanks to Fairleigh Dickinson University for allowing us to present this session and to the students that expressed their interest and enthusiasm for our program. Our sincere hope is to inspire these young men and women to pursue a career in the legal industry and support them with internship and/or employment opportunities.