

**JOB TITLE:**  
Marketing Coordinator

**FLSA:**  
Non-Exempt

**DEPARTMENT:**  
Marketing and Communications

**REPORTS TO:**  
Communications Manager

### **Summary**

Looking for a challenging marketing communications role where you can contribute directly to a wide-range of marketing functions? Have the ability to keep up with a fast-paced, dynamic company and bring both attention to detail and new ideas to projects?

As marketing coordinator, you will be part of an in-house marketing and communications team that provides leadership, recommendations and support to all areas of the firm. Among other responsibilities, you will be the daily hub that tracks and helps coordinate project execution and ensures quality control and meeting of deadlines, while also contributing to marketing and communications recommendations and deliverables including, but not limited to, digital marketing and content, media tracking and media relations, awards and accolades, community relations and other special events, client and co-counsel communication, support of social and traditional media efforts, and results monitoring and tracking.

### **Tasks and Qualifications**

- Keep track of news stories and research cases and opportunities to educate and assist attorneys, practice groups and team members.
- Assist with day-to-day production work flow, including accounting and billing for the team, General Counsel project updates, assembling marketing packets, updating websites, proofing, and event planning.
- Develop and maintain mailing and contact distribution lists, media lists, and memberships and leadership databases.
- Coordinate a range of marketing support activities, such as presentations and direct mail programs, trade shows, meetings, community relations and other special events, file management and storage.
- Track award nominations, deadlines and embargos for the firm and attorneys and maintain accurate records of methodologies and both firm and attorney awards.
- Drafting and proofing of press releases, blogs, social media, website and brochure copy, newsletter and SEO articles, blogs and internal communications as needed.
- Develop positive working relationships with attorneys, staff, co-counsel, clients and communities while exceeding their expectations for customer service through written and verbal interactions.
- Demonstrate experience in providing solutions and making projects happen through new ideas, nimble execution and follow through.
- Bachelor's degree in communications, marketing, public relations or equivalent.
- Exposure to integrated communications and marketing plans, tools, tactics, presentations, terminology and concepts required.
- Self-motivated, result-oriented, solutions-oriented.

### **WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position.

### **WORKING CONDITIONS:**

Overtime is possible and may be expected in order to perform the essential functions of the position. Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.*

*This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an equal opportunity employer.*