

Are you an experienced **event visionary** who thrives on creating experiences that drive business growth, strengthen client relationships, and make a lasting impact in the community? Our nationally recognized **plaintiffs' litigation firm** is seeking a full-time **Event Coordinator** to help plan and execute events across the United States.

This role is pivotal in strengthening the firm's relationships with internal and external audiences including current and future clients, employees, other lawyers, other referral sources and everyday people in communities across the United States. The ideal candidate is a creative, proactive self-starter with strong organization and time management skills who thrives in a fast-paced, collaborative environment while managing individual responsibilities. They will bring at least **five years of event planning experience**.

If you're ready to bring your event expertise to a role where **business growth, flawless execution, and community impact come together**, we'd love to meet you. Apply today and help us create experiences that inspire, connect, and elevate our mission. **Create Experiences; Drive Growth; Build Community**

As one of the nation's largest plaintiffs' litigation firms, Motley Rice advocates for the rights of workers, families, consumers and investors and aggressively seeks justice for people and institutions harmed by wrongdoing and negligence. Our Firm has played leadership roles in some of the most significant cases to ever go through U.S. courts. We have the experience and depth of knowledge to take on innovative, cutting-edge litigation across a variety of practice areas.

WHAT YOU'LL DO: (Essential job duties that employee must be able to perform unassisted or with some reasonable accommodation made by the employer)

- **Event Planning & Execution**

- Organize and execute general, practice group and case specific **business development events** from conception to completion to support firm growth.
- Coordinate **client and co-counsel focused events** to enhance engagement and satisfaction.
- Support a variety of **internal employee events** that foster culture, collaboration and recognition.
- Assist HR and the firm's hiring committees with marketing and executing **employee recruitment events** to attract and help retain top talent nationwide.
- Plan and execute events with community partners to deliver **a variety of collaborative initiatives**.
- Manage logistics for conferences and exhibits across the country, including booth setup, materials, and on-site support.
- Oversee sponsorship programs, including outreach, contract management, and fulfillment of sponsor benefits.

- **Collaboration & Leadership**

- Work closely with all departmental team members, and others as needed, to align event strategies with firm goals and reinforce firm values.

- Ability to design and tailor events to resonate with diverse audiences, each with different goals, expectations, and engagement needs that align with strategic objectives.
- Help coordinate logistics, budgets, vendor relationships, and timelines to ensure seamless execution.
- Balance **team collaboration** with independent ownership of assigned projects.
- **Community Engagement**
 - Represent the firm at events and serve as a professional ambassador, as needed alone or with attorneys and other firm professionals
 - Strengthen the firm's presence in local and national communities.
 - Build partnerships with non-profit organizations and community leaders.

QUALIFICATIONS:

- Minimum **5 years of experience** in event planning, preferably several within corporate professional services or law firm verticals
- Proven success in managing a variety of sized events with a proven ROI.
- Strong organizational and time management skills with the ability to juggle multiple priorities.
- Excellent written and verbal communication and people skills.
- Ability to work independently while contributing to a collaborative team environment.
- Travel and after-hours work are often required for event support.

WORKING HOURS:

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

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 and/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. No applicant will be limited or excluded from consideration for employment on any basis prohibited by local, state or federal law. We participate in e-verify.