

Marketing and Human Resources Coordinator

This highly organized and self-motivated individual will need to be energetic and outgoing and provide specialized administrative/graphic design services and support to the Marketing Director and Human Resources Manager.

Marketing Primary Duties and Responsibilities:

- Design marketing collateral, firm advertisements, and announcements.
- Coordinates the production of and edits the monthly internal firm newsletter.
- Assists in the creation and editing of PowerPoint presentations for attorneys.
- Responsible for updates to the attorney bios – distribution to attorneys, updates, and proofreading.
- Handle external firm sponsorships and ensure all deliverables are submitted.
- Handle firm website updates and ongoing maintenance.
- Assist with research projects.
- Coordinate the payment and distribution of the firm's tickets.
- Proofreading of firm advertisements, newsletters, collateral, and RFPs.
- Assist with firm social media initiatives.
- Prepare e-mail campaigns and monitor success rates and analytics using software systems such as Constant Contact.
- Coordinate on-site and virtual seminars and continuing legal education programs support (registration, nametags, A/V, F&B, handouts, and giveaways) with other marketing and venue personnel.
- Track and process invoices from vendors; ensure for accuracy.
- Maintains firm mailing list and pertinent client data, including the addition, updating, and changing of all entries as requested by attorneys.
- Special projects as requested.
- Provide additional marketing and administrative support as needed.

Human Resources Primary Duties and Responsibilities:

- Assist with set up and maintenance of personnel files for new, active, and terminated employees (create labels for files and file documents in appropriate personnel files).
- Assist with new hire orientations, file set up and maintenance.
- Assist Human Resources Manager with invoice processing and reconciliations.
- Support Human Resources Manager with benefits administration, including benefit renewals and changes.
- Assist with the maintenance and renewal of attorney ACBA memberships.
- Maintains Port Authority Bus Pass program.
- Works with HR Manager to include Human Resources information in monthly internal firm newsletter.
- Assists Human Resources Manager with the staff events, luncheon meetings, and other activities.
- Assists in creation of firm surveys as needed.
- Special projects as requested.

Knowledge, Skills and Abilities Requirements:

- Proficient and thorough knowledge of Adobe Creative Suite (Photoshop, InDesign, Illustrator, Spark)
- Technical applications used day to day: Microsoft Office (Word, Excel, PowerPoint, Access, Publisher, Outlook Calendar). Need to be proficient in all.
- Use of Survey Monkey, WordPress, and Constant Contact a plus
- Exceptional attention to detail and accuracy
- Ability to work collaboratively with individuals at all levels
- Ability to effectively manage competing, shifting priorities and consistently meet deadlines
- Prior law firm experience a plus
- Enthusiasm and dedication to the development of a professional services marketing career
- Sound professional judgment
- Excellent written and oral communication required

Specific Requirements

Qualifications:

- 2+ years of marketing is desired; law firm marketing experience is a plus.
- College degree in Marketing, Business Administration or Communications is preferred.
- Ability to take ownership of projects and handle multiple projects simultaneously is required.
- Demonstrated strong writing skills and excellent grammar, spelling and proofreading skills, required.
- Excellent communication and interpersonal skills, including the ability to maintain effective working relationships and communicate verbally and in writing in a professional, courteous manner with clients, firm members, and other business contacts, required.
- Dependable. Ability to follow instructions, respond to management direction and solicit feedback.
- High-level of integrity with a strong sense of urgency and commitment to excellence.
- Ability to interact with lawyers and staff at all levels, required.
- Ability to pay close attention to detail and be highly organized and accurate required.

Meyer, Unkovic & Scott is proud to have been recognized as a “Top Workplace” in the Pittsburgh Post-Gazette Top Workplaces Survey for 2021. The firm offers a competitive salary and benefits package (including life, health and disability insurance and a retirement plan) in a professional environment.

Please send resume, cover letter, and salary requirements to lm@muslaw.com.