

EXPERIENCED MARKETING COORDINATOR

Cosgrave Vergeer Kester LLP has an immediate opening for a full time marketing coordinator. This position has a significant role in managing and facilitating the firm's strategic marketing objectives and public relations activities. The successful candidate will:

- Have a Bachelor's degree in Marketing or Communications, and at least 2-4 years of experience in marketing. Prior experience in a legal or professional environment preferred.
- Be highly organized, with demonstrated ability to prioritize work, meet deadlines, problem-solve, and be self-directed.
- Regularly meet with attorneys to implement marketing goals, develop budgets, and proactively seek opportunities to drive new business through improved communications and cross-selling.
- Organize seminars, social events, and sponsorships. Coordinate attorney participation with ALFA International.
- Manage the website content, and continuously seek input to keep it current.
- Manage external directory listings.
- Assist Managing Partner in development of print and media advertising campaigns. Prepare and place announcements with media and print.
- Maintain marketing files and advertising contracts. Assemble marketing materials as needed.
- Coordinate responses to requests for proposals.
- Work with the IT Manager to develop and maintain marketing lists. Create targeted e-mail blasts and mailings. Coordinate holiday cards and gifts.
- Manage marketing supplies and promotional products.
- Be proficient in the Microsoft Office suite. Working knowledge of WordPress desired.

Why join us?

This is an excellent opportunity to join a well-established firm with strong roots in the Northwest. With more than 25 attorneys, the firm is known for its exceptional client service and highly effective advocacy in both the courtroom and the boardroom. Cosgrave's clients range from individuals and small business owners to national and international corporations.

We offer a fast-paced, team-oriented, and fun work environment with competitive compensation and a generous benefit package including medical, dental, life and disability insurance, 401k, paid time off, and more.

Cosgrave Vergeer Kester LLP is an equal opportunity employer. We welcome all applicants and strive to provide a workplace in which all employees feel included, respected, and valued. If you meet all of the above qualifications, please complete and employment application (located on our website at <http://cosgravelaw.com/careers>), and send it along with your resume and cover letter to humanresources@cosgravelaw.com. Applications must include all documents for consideration.