

Events / Client Services Assistant

FLSA Status: Non-Exempt

Department: Marketing / Business Development

Reports to: Events Manager

POSITION SUMMARY

Works with Events Manager and Client Development Managers to coordinate and facilitate firm-hosted receptions, seminars and webinars, attorney luncheons, and dinners. Assists with project coordination and firm-wide business development initiatives. Performs special projects as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

Specific duties of this position include, but are not limited to:

Event Coordination

- Under direction of Events Manager, coordinate some or all aspects of client events/external business development events including: selecting/reserving location, coordinating catering/program of events, researching event vendors, arranging vendor payments, researching and hiring event speakers, creating nametags and handout materials, and managing invitation, RSVP and attendee lists in marketing automation software (Hubspot)
- Under direction of Events Manager, plan and execute some or all aspects of webinars and virtual events presented by attorneys and staff
- Communicate important event planning deadlines to attorneys and vendors
- Develop event themes, décor, invitation design, and promotional/giveaway items as directed by Events Manager
- Work closely with Digital Marketing Specialist to maintain updated CRM system
- Maintain electronic and hard-copy files for pre-event and post-event planning
- Upload applicable event information to firm's Internet and intranet sites
- Act as on site contact for events as directed by Events Manager; some travel required
- Provide post-event data to department management and attorneys, including analytic data available in conjunction with marketing automation software (Hubspot)

Business Development

- Assist with business development projects and firm-wide business development initiatives as directed by Client Development Managers

Administrative Duties

- Assist other members of the department as needed
- Coordinate expense submission for departmental expenses related to primary responsibilities
- Coordinate services with outside vendors as directed

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- BA/BS required
- A minimum of two years' experience planning events in a professional services environment preferred
- Must be highly organized and able to manage multiple concurrent projects
- Must be flexible and have ability to meet same day deadlines as needed
- Must be detail oriented, work independently (but as a team player), possesses excellent presentation and communications skills
- Must be computer literate, proficient in Word, PowerPoint and Excel, and familiar with current social media platforms; experience with marketing automation software (Hubspot) a plus
- Must have strong interpersonal skills and the ability to work effectively with attorneys and staff at all levels and in all departments. Must be comfortable interacting with a variety of personalities with a client-service-oriented attitude and disposition
- Work occasionally requires more than 37.5 hours per week to perform the essential duties of the position; will require irregular hours
- Physical requirements are:
 - Sighted
 - Good hearing and clear speaking voice
 - Dexterity with hands and fingers
 - Must be able to lift light weights such as files and boxes (10-30 lbs)

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.

To apply, please visit jw.com/careers/staff and submit the JW Employment Application and your resume.