

# Practice Coordinator

**FLSA Status:** Non-Exempt

**Department:** Marketing / Business Development

**Reports to:** Client Development Managers for practices they support

**Location:** Two positions (Austin, Dallas or Houston)

## POSITION SUMMARY

Supports the Client Development Managers and the Marketing team in activities involving business development, communications, and nominations.

## KEY PRIORITIES IN THE ROLE

### Business Development

- Client-focused projects, including client visit tracking and compilation of feedback
- Attorney and practice group business planning and goal-setting
- Marketing and pitch content production and follow-up
- Support for client development managers in coordinating and following up on meetings, taking, organizing and circulating meeting notes, creating and implementing project plans, and conducting research
- Assistance with local events

### Communications

- Website, social media, firm newsletter, and other internal and external content creation and distribution
- Development of attorney bios and new hire announcements

### Nominations, Awards, & Rankings

- Directory and award submission compilation, tracking, and follow-up

The above is intended to describe the high-level priorities for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.



## WHAT YOU BRING TO THE JOB

- BA/BS, preferably in marketing or other business field, journalism, or public relations
- Prior marketing experience; legal marketing experience is a plus
- Exceptional written and oral communications skills with adaptability to produce work in the firm's brand style and voice
- Technological proficiency
  - Word, PowerPoint, Excel, and Outlook
  - CMS experience (WordPress) is a plus
  - Marketing automation software (HubSpot preferred) experience is a plus
  - Basic HTML coding experience is a plus
- Great organizational skills and ability to manage multiple concurrent projects
  - Detail oriented
  - Able to work independently (but as a team player), willing to pitch in and help as needed
  - Able to produce marketing collateral quickly, including ability to meet same-day deadlines as needed
  - Prior experience with a project management system (Monday.com, Trello, Basecamp, Asana) is a plus
- Strong interpersonal skills and the ability to work effectively with attorneys and staff at all levels and in all departments.
  - Comfortable interacting with a variety of personalities
  - Client-service-oriented attitude and disposition
- Flexibility; work occasionally requires more than 37.5 hours per week to perform the essential duties of the position; may 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)

To apply, please visit [jw.com/careers/staff](https://www.jw.com/careers/staff) and submit the JW Employment Application and your resume.



