Firm/Company Name

(Send copy of firm logo for posting)

Job Title [Position]:	Marketing Manager	**Job Category:**	Marketing
Department/Group:	Marketing	**Posted By:**	Beth Collins
Location:	30 S 17th Street	**Travel Required:**	0 - 10%
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Beth Collins	**Date posted:**	March 26, 2019
Reports to:	Beth Collins	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: bcollins@vklaw.com **Attention:** Beth Collins	**Mail:**

Job Description

Brief Summary:

Volpe and Koenig, P.C. is seeking Marketing Manager to work closely with the Director of Business Development and Executive Director. The successful candidate will manage all firm marketing initiatives.

Duties:

- Spearhead the marketing plan initiatives for firm, shareholders and professionals
- Responsible for drafting original content for all marketing initiatives
- Orchestrate outside firm marketing initiatives
- Coordinate Best Lawyers, Super Lawyers, Chambers, Best Law Firms, etc. participation and information submission
- Create marketing ads for online and print publications
- Manage and maintain current Firm website: design, bios, press releases, and blogs/articles
- Coordinate press releases of all events, new hires, speaking engagements, charitable functions and

Skills/qualifications:

- 4 year degree in English, marketing and/or communications related field
- 3-5 years of marketing and/or pr experience in a law firm or professional firm setting
- Superior verbal, written, computer and interpersonal skills

[NOTE: Attach separate sheet(s) as necessary with the complete job description]