Firm/Company Name Ballard Spahr LLP

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Job Title [Position]:	Client Events Coordinator	**Job Category:**	Marketing
Department/Group:	Marketing/Communications	**Posted By:**	Gina Emery-Duplechan
Location:	Center City Philadelphia	**Travel Required:**	50%
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	11/17/2021
Reports to:	Business Development Officer	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: 215.525.5096 **Attention:** Gina Emery-Duplechan	**Mail:** 1735 Market Street Philadelphia, PA 19103

Job Description

Brief Summary:

As part of a small, hands-on collaborative team, this position is responsible for project management and delivery of events and programs that highlight and reinforce the Ballard brand.

Duties:

Using events best practices, the Client Events Coordinator implements timelines, budgets, reporting, process improvement initiatives, and contributes to the strategic development of plans and events that support business development strategies and goals. This position interacts with attorneys, directors of practice management, IT and legal administrative assistants to coordinate and complete projects.

The incumbent must be incredibly service-minded with a penchant for processes and problem solving, and have the ability to work independently and maintain a focus on priorities while meeting strict deadlines. A collaborative, consultative, inclusive working style is paramount. Similarly, relationships and the ability to quickly grasp the subtler elements of the firm's culture are essential. A strong sense of urgency and eye for detail are required.

Skills/qualifications:

The ideal candidate will demonstrate independent judgment, strategic and diplomatic thinking and have the ability to resolve complex issues taking a proactive approach to analyze the problem and generate solutions. A proven track record of successfully working in an environment that requires buy-in and engagement of senior management or partners and working across locations. The ability to handle multiple projects and deadlines, combined with a strong work ethic and a team player attitude are

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