Firm/Company Name Ballard Spahr LLP

(Send copy of firm logo for posting)

Job Title [Position]:	Firm Events Specialist	**Job Category:**	Administration
Department/Group:	Firm Events and Alumni Prograı	**Posted By:**	Gina Emery-Duplechan
Location:	Center City Philadelphia	**Travel Required:**	15-20%
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	6/2/2022
Reports to:	Senior Manager, Firm Events aı	**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:

Ballard Spahr LLP, a national law firm with more than 600 attorneys in 15 offices has an exciting opportunity for a Firm Events and Alumni Specialist to join a small hands on collaborative team responsible for coordinating and implementing firm-wide events and the firm-wide alumni program.

Duties:

The Firm Events and Alumni Specialist will split their time between managing and delivering virtual and in-person events/programming to highlight and reinforce the Ballard brand, while additionally supporting the intentional rebranding and buildout of the Firm alumni program.

Skills/qualifications:

The ideal candidate will be service-oriented with attention to detail and good problem-solving skills; ability to perform well under pressure; have a strong work ethic and the ability to handle multiple projects simultaneously and meet deadlines. Strong interpersonal, written and oral communication skills and the ability to communicate effectively with all levels of attorneys and staff are required.

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