Firm/Company Name:	Cohen Seglias Pallas	**Website:**	https://www.cohenseglias.com/about-us
Job Title:	Marketing & Business	**Work Option:**	[i.e.: onsite, hybrid, remote, etc.] Onsite / Hybrid
Department/Group:		**Posted By:**	Monica M. Lavin, Director of HR
Location:	Philadelphia	**Travel:**	
Salary Range:		**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:		**Date posted:**	08.04.2025

How to Apply: (Fax, Email, Mail, Link, etc.):

Please send resume and cover letter to careers@cohenseglias.com

Job Description

Brief Summary: The Marketing and Business Development Specialist supports the firm's business development and marketing activities.

Duties:

- Manages submissions to surveys such as Chambers, Legal 500, Law360, Construction Executive Top 50 Construction Law Firms and Business Journals' Best places to work.
- Works on proposals and RFP responses.
- Manages the firm's blogs and articles, including editing content and submitting articles to outside publications.
- Manages firm hosted events and seminars.
- Responsible for firm hosted webinars, including list maintenance and strategic engagement.
- Supports practice group marketing efforts.
- CRM data quality and management.
- Assists with website updates and social media postings as needed.

Skills/qualifications:

- Strong interpersonal skills, works effectively with all levels of employees and management.
- Strong organization, multi-tasking skills and the ability to juggle competing priorities and personalities.
- Functions independently with minimum supervision and has self-initiative.
- Exhibits an outstanding work ethic and professionalism.
- Strong client service mindset.
- Proactive, motivated and detail-oriented.
- Excellent communication, presentation and business writing skills.
- Excellent time management, judgment, decision-making, and problem-solving