



Kaufman & Canoles is a highly respected corporate law firm with eight offices located throughout Virginia. We are well established in the legal community, with an excellent reputation among the judiciary and other attorneys. Our reputation is built on excellent client service, and we promote a culture of teamwork. In short, we hold ourselves to the highest standards, and we provide a full range of sound legal and business advice in a dynamic partnership with our clients and each other utilizing creativity, determination and foresight. The firm prides itself on maintaining advanced systems and leading technology to assist its lawyers and staff in delivering upon its brand promise of “We can. And we will.” Kaufman & Canoles could be the perfect business law firm for you.

The firm is currently seeking a qualified **Recruiting & Marketing Coordinator** based in our Norfolk office. This position is responsible for providing marketing support to the firm’s attorneys and marketing team, in addition to coordinating the summer associate recruiting program and related events.

Responsibilities/Duties

- Coordinate logistics associated with the law school student recruiting process, including developing strategic outreach and communications with targeted law schools
- Assist the Recruiting Committee with coordination of on-campus and in-office interviews
- Coordinate all details for hospitality suites during campus interviews. Travel to various law schools to assist with on-site logistics, as needed
- Assist with candidate interview experience including callback scheduling process, as needed
- Coordinate details of the firm’s summer associate program (1L and 2L) including: housing, summer associate schedules and weekly evaluations; organize and manage details for numerous events throughout the year for prospective summer associate candidates
- Coordinate with internal teams (IT, HR, Facilities, Library) to set-up summer associate rotation schedule, office space, equipment, computer training, research training etc.
- Maintain communication with summer associate candidates throughout the year
- Develop and build relationships with university and student organizations to implement outreach programs targeting top students, while demonstrating the strengths of the firm

- Generate fresh ideas for promotional items around campus recruiting efforts
- Compile feedback from incoming and outgoing summer associates regarding marketing and recruiting efforts
- Work with the Diversity Committee to keep firm-wide diversity efforts at the forefront
- Manage the administrative responsibilities of firm marketing events and seminars, including invitations, registrations, confirmations, invoices, venue selections, etc.
- Maintains master Marketing & Recruiting Projects Chart, which lists all events, sponsorships, events, communication, webinars and seminars in which the firm is involved
- Contacts companies and/or charities of firm approved sponsorships to coordinate logo, advertisement, etc.
- Assists with other marketing and recruiting projects as assigned

Required Skills

- Bachelor's degree preferred.
- 2-4 years of experience in a recruiting and/or business development/marketing environment
- Strong writing and organizational skills with particular attention to detail
- Ability to prioritize and manage multiple projects, and meet deadlines in a fast-paced professional environment
- Executive presence, tenacity, integrity, and professionalism that will engender confidence with attorneys, administrative leadership, and prospective candidates
- An unquestioned work ethic, willingness to “roll up your sleeves” and accept a wide variety of assignments as required and work closely with law students, associates, partners, colleagues and team members
- Fluency with MS Office Suite
- Flexibility to travel and adjust work hours, as necessary

Preferred Skills

- 2-4 years related experience in marketing, event coordination or business communications
- Legal recruiting experience in a law firm or professional services environment
- Experience with Adobe Creative Suite

BENEFITS:

We offer a very generous compensation and benefits package which includes a competitive salary, medical, dental, life insurance, 401(k)/profit sharing, paid time off, and long term disability.