

CONLEY LAW GROUP

LEGAL COUNSEL FOR NONPROFITS

Marketing and Operations Coordinator

Conley Law Group LLC, a law firm dedicated to serving nonprofit organizations and philanthropic individuals (www.conleylawgroup.com), is seeking a highly motivated and energetic individual to support the firm's marketing efforts and operations. The position offers the opportunity to join a growing firm and work closely with our Director of Operations and legal assistant on a variety of tasks. The firm has been working remotely since March 2020 and doesn't anticipate an in-person return until 2023, when a hybrid model may be considered.

Our ideal candidate is proficient in basic Office software, including Word, PowerPoint, and Excel, as well as Adobe; has experience with or willingness to learn our CRM system, Clio; has knowledge of email marketing platforms; and has the appropriate education and/or experience to support our legal team. Preferred candidates will be interested in contributing in the following areas: (i) marketing and communications; (ii) client setup and billing; and (iii) office technology support. Other administrative support may be required. Salary will be determined based on experience.

Tasks will include:

- Advancing and managing our email marketing and social media presence, including developing ideas and writing website and brochure content
- Maintaining contact lists for marketing communications
- Making updates to the firm website as needed with support from our web development vendor
- Preparing materials for the firm's attorneys' speaking engagements
- Drafting engagement letters for potential and existing firm clients
- Setting up new clients on our CRM system
- Supporting the client billing process through the preparation of draft bills
- Coordinating with our IT vendor to resolve computer issues and manage our technology inventory
- Providing technology support for online presentations hosted by the firm
- Preparing deal binders and corporate minute books
- Other support and administrative duties as assigned

For more information about our firm, please visit www.conleylawgroup.com. Please send a resume and expression of interest to Caity Kennedy at ckennedy@conleylawgroup.com. Interviews offered will be conducted virtually.