

<https://www.matfar.com/job/marketing-coordinator-position/>

Marketing Coordinator Position for Prestigious Law Firm in Portland

Description

Prestigious National Firm is seeking a Marketing Professional for its' Portland, OR office. The ideal person will be responsible for developing and implementing marketing strategies that promote the firm's legal services to existing and prospective clients.

Responsibilities

- Develop and execute marketing plans to promote the firm and its attorneys, including press releases, social media campaigns, and events
- Create and manage content for the firm's website, blog, and social media accounts, including individual attorney biographies
- Assist with the creation of marketing materials such as brochures, presentations, and proposals
- Assist with the writing, editing and distribution of internal and external communications
- Assist in coordinating firm events and special projects, as needed
- Conduct market research to identify new trends
- Collaborate with the firm's attorneys and other departments to ensure marketing efforts align with the firm's overall strategy

Qualifications

- Bachelor's degree in marketing, communications, or related field.
- 2+ years of experience in legal marketing or communications.
- Strong writing and editing skills.
- Experience with social media management, email marketing, and content creation.
- Strong project management and organizational skills.
- Ability to work independently and manage multiple projects simultaneously.

Contacts

Submit your resume to apply. Please reference JO40183 with your submission.

Reach out to [Gloria Pacheco](#) for more information!

- gloria@matfar.com
- 213-996-3737

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Duration of employment

Direct-Hire

Industry

Legal, Marketing

Job Location

Portland, OR

Working Hours

In-Office Predominantly / Hybrid
Select Days

Base Salary

\$ 55K - \$ 70K

Date posted

March 23, 2023