



EVENT COORDINATOR

OVERVIEW

Liebert Cassidy Whitmore (“LCW”) is a full-service law firm that specializes in providing legal services and educational training to California organizations throughout the state, including local government agencies, public and private schools, colleges and non-profits. More than just a law firm, we have been trusted advisors to these agencies and schools for nearly 40 years.

LCW seeks a motivated, bright, and enthusiastic individual to serve as the Firm’s Event Coordinator. The Event Coordinator will be part of the 10-person Marketing & Training Department and will work out of our Los Angeles office, reporting to the Business Development Manager.

The Event Coordinator will be responsible for Firm events throughout the state, including: handling the logistics of conference presentations; coordinating the Firm’s exhibit booths; planning and executing client dinners, partner receptions, and other client-facing events; and scheduling and executing state-wide seminars.

A successful candidate must be able to handle the demands and pressures of a fast-paced environment and have the ability to prioritize multiple projects simultaneously. Excellent written and oral communication skills are required and it is expected that the Event Coordinator will be technically savvy and highly detail-oriented. It is expected that all tasks will be performed efficiently and accurately, with discretion, judgment, and a minimum of instruction and supervision. The successful candidate will need exceptional time management skills and possess the ability to handle many projects at once.

The duties of the Event Coordinator include, but are not limited to those listed below. The Event Coordinator may be assigned responsibility for other projects as needed.

STATUS: Non-Exempt

RESPONSIBILITIES

Conferences & Seminars

- Work with Business Development Manager to identify conferences/events in which to participate and determine level of participation
- Work with key stakeholders to identify potential presentation topics and create and pitch descriptions of same
- Coordinate execution of selected presentations for conferences
- Identify and coordinate business development opportunities at selected events such as attorney dinners, meetings, etc.
- Create, gather and ship customized collateral material for conferences
- Represent the Firm at various events
- Schedule, coordinate, and execute seminars throughout the state
- Compile, package, and ship seminar and conference materials as needed

- Coordinate and execute event logistics, including registration set-up, presenter materials, liaise with venue, and order catering as needed
- Answer business partner and client requests in a timely manner
- Update the conference proposal database as proposals are developed/selected

Venue & Catering Management

- Maintain, curate, and update venue and catering database
- Act as liaison between Marketing department and venue locations
- Identify, select, and manage catering selections and contacts for events

Corporate Sponsorships/Memberships

- Under the direction of the Business Development Manager, identify corporate sponsorship/membership opportunities
- Track corporate/Firm memberships for full marketing benefit

Misc. Duties

- Coordinate assigned workshop updates to ensure timely completion and proper formatting of workshop material using Firm style guides
- Handle special projects including, but not limited to, market research and practice group reports, upon request
- Related duties as assigned

REQUIREMENTS & QUALIFICATIONS

Requirements

- Bachelor's Degree or relevant, related work experience is required
- Approximately 2-4 years handling all aspects of event planning and execution
- Excellent written and verbal communication skills
- Proficient in Microsoft Office – Word, PowerPoint, and Excel
- Must work together as a team with clients as well as attorneys, managers and/or support staff and have a positive approach to all situations and requests
- The ability to multitask seamlessly and effortlessly
- Positive attitude (approachable, courteous, respectful) and maintains professionalism under pressure
- Demonstrates initiative and can work independently
- Highly detail-oriented
- Demonstrates initiative and can work independently while keeping deadlines
- Willing to adjust to changes in job requirements and scheduling

Preferred Qualifications

- Previous legal experience
- Experience with Microsoft Access

ADA

Typical Essential Functions: The following essential functions are typical of functions which the individual occupying this position must perform unaided. A qualified person with a disability may request a modification or adjustment of the job or work environment (a reasonable accommodation), which the Firm will attempt to provide, unless undue hardship would result.

- Capacity to communicate and enunciate adequately, in person and via telephone, in a manner which can be understood by those with whom the coordinator is speaking.
- Capability of dialing or otherwise using a telephone to place and receive phone calls.
- Capability to pick up, leaf through, and read books, files and other materials.
- Willingness and capacity to come and go from the workstation repeatedly throughout the day as is necessary.
- Ability to access, input and retrieve information from a computer and typewriter to produce typed copy, reasonably free of errors.
- Willingness and capacity to travel to off-site locations.
- Capability of moving containers weighing up to 50 pounds.
- Capacity to reach forward to a high of 48 inches, to a low of 15 inches, to the side of 54 inches, and to the low side of 9 inches above the floor.
- Willingness and capacity to sit or stand for prolonged periods throughout the work day.
- Ability to change settings on various equipment used in and around a law firm.
- Ability to make/retrieve copies from various copy and fax machines.
- Ability to work well with other staff members and attorneys in a demanding environment.

In addition to being able to perform the various functions, a Liebert Cassidy Whitmore employee will be required to have certain personal and professional attributes, so as to meet the skill, experience, education, physical, medical, safety, and other job related requirements established by the Firm for this position.