

**Polsinelli Shughart PC has an immediate opening at our corporate headquarters in Kansas City, MO on the Plaza for our Sr. Marketing Coordinator.**

**Job Summary:**

The Sr. Marketing Coordinator provides support to the business development marketing managers and marketing director via special projects.

**Position Reports to:**

Sr. Director of Marketing and Business Development

**Overall Function:**

Special marketing projects

**Overall Responsibilities:**

- Assists Business Development Managers with practice group strategy and execution.
- Assist Event Coordinator with firm events/sponsorships (backup on event planning)
- Coordinate/Manage firm lists/directories
- Key support in Holiday card and Holiday gift process
- Provides attorney credential support
- Assists with upkeep of the Firm's external Web site (practice group pages, attorney bios)
- Manages sports tickets for offices
- Helps support proposal development (as directed from Business Development Manager of Marketing Director)
- Manage/Make recommendations on firms Social Networking initiatives
- Other duties as assigned

**Key skills**

- Proficient in Word, PowerPoint, Excel, Adobe and Database Management
- Attention to detail
- Research skills
- Ability to multi-task
- Flexibility
- Quick to adapt to change
- Creative thinker
- Team player
- Ability to work with team members in multiple offices

**Qualifications**

- Bachelor's degree in Marketing, Journalism or Communication Studies
- Experience in a law firm, preferred
- 3 to 5 years experience in a similar role

If interested please e-mail your resume and cover letter to [mschuman@polsinelli.com](mailto:mschuman@polsinelli.com) or fax 816.222.0764.

Polsinelli Shughart is an Equal Opportunity Employer.