



Kaufman & Canoles seeks a Marketing Assistant in our Norfolk office. This position reports to the firm's Marketing Director and Marketing Manager. Duties include coordinating firm seminars and other special events, creating PowerPoint presentations, maintaining the firm's CRM database and other administrative duties. Proficiency in MS Office Suite essential, experience with Adobe Creative Suite and Canva helpful. Must be able to work independently and as part of a team. Full-time position with some overnight travel required; must be able to work flexible hours periodically.

**Summary of Responsibilities:**

- Directly assists Marketing Director and Marketing Manager with day-to-day administrative activities and projects
- Assists with all administrative related aspects of firm seminars and special events including attendee registrations, confirmations/follow-up, budget, materials, venue set-up, etc.
- Coordinates and assists with details regarding firm sponsorships
- Develops PowerPoint presentations for firm seminars and attorney presentations
- Develops mailers, brochures, invitations and other marketing materials
- Maintains mailing lists and contact information in the firm's CRM database and MailChimp
- Processes invoices and requests checks for the department
- Maintains filing system, marketing inventory and project management report for the department
- Performs marketing research and compiles firm related media reports
- Updates electronic newsletters and attorney bios and makes updates to website, as requested
- Assists with other special marketing projects as assigned
- Assists with management of social media
- Communicates on behalf of the department both internally and externally

**Qualifications:**

- Experience with MS Office Suite – Word, Excel, PowerPoint, Publisher (required)
- Experience with Adobe Creative Suite - InDesign, Dreamweaver, Photoshop, Illustrator (preferred)
- Experience with Canva
- Experience with HTML
- Experience with CRM Database (ContactEase) and MailChimp
- 4-year college degree or 1-3 years of experience in a marketing or administrative position preferred.

**Benefits:**

Kaufman & Canoles offers 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

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.