

## Marketing, Events and Hospitality Assistant

Firm-wide Family Feud games, costume and spirit contests, LED robot dancers: All in a day's work for Stearns Weaver Miller's marketing and hospitality departments!

Stearns Weaver Miller, a commercial law firm with five offices across Florida, is currently searching for a Marketing, Events and Hospitality Assistant.

The ideal candidate will possess excellent communication and writing skills, is computer savvy, has an outgoing personality, and a professional, friendly demeanor. The ideal candidate works well in a collaborative, team environment, but is also resourceful, thinks outside of the box and is able to tackle projects independently.

This position will be based in the Miami office, with regular travel between the Miami, Fort Lauderdale, and Coral Gables offices. Travel to other offices, including for firm seminars and events, may be required, as needed. The candidate will report to the Marketing Director and the Events Coordinator, and work directly with firm attorneys and staff in several firm departments. Learn more about the firm at [stearnsweaver.com](http://stearnsweaver.com).

### Responsibilities

- Marketing
  - Update the firm website, including biographies and news and insights
  - Manage firm blogs, including supervising the editorial calendar, researching topics, proofreading and formatting posts
  - Format electronic marketing materials, including client alerts and newsletters
  - Oversee the firm's social media calendar, regularly posting creative and timely content and encouraging interaction from followers
  - Track deadlines and provide key ranking publication information to attorneys
  - Prepare customized pitches for new business
  - Regularly update the marketing contacts database
  - Order business cards, as needed
  - Track promotional item inventory and order, as needed
  - Schedule appointments and meetings for the marketing department and for practice area meetings, as needed
  - Respond to headshot and logo requests
  - Track media mentions and send announcements to local media for consideration
  - Support and assist with other marketing and research projects
- Events/Hospitality
  - Assist with internal and external events by tracking RSVPs, preparing nametags, and supporting event setup and registration processes
  - Create weekly lunch menus for the Miami office
  - Place lunch orders for attorneys and staff, ensuring timely delivery and accuracy of orders
  - Compile and submit quarterly lunch cost analysis for all offices
  - Perform regular hospitality inventory checks for the Miami and Coral Gables offices to ensure adequate supplies
  - Prepare quarterly inventory reports for all offices

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- Offer hospitality support to the Coral Gables office, addressing any specific needs or requests
- Provide assistance to the Hospitality department during staff absences or when extra assistance is needed, ensuring continued operations and support

## Qualifications

- 2-3 years of marketing, communications, hospitality, event or professional services experience. Law firm experience preferred
- Outstanding written and oral communication skills
- Analytical skills and exceptional organizational ability
- Ability to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to work in both an independent and team environment
- Ability to work well under pressure
- Strong attention to detail and follow through
- Mastery of Microsoft Suite including Word, PowerPoint, Excel, and Outlook
- Experience with Constant Contact, Adobe Photoshop and Illustrator, Canva, Survey Monkey is a plus
- Good judgment
- Flexibility to work overtime

## Education

- Bachelor's degree in communications, journalism, marketing, hospitality, event planning or a related field is required

To apply, please email your resume to [legalrecruiting@stearnsweaver.com](mailto:legalrecruiting@stearnsweaver.com) indicating the title and office of the position in the subject.

*Stearns Weaver Miller is an equal opportunity employer and does not discriminate on the basis of an applicant's or employee's race, color, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, veteran status, marital status, citizenship, ancestry, pregnancy, familial status, actual or perceived status as a victim of domestic violence, dating violence or stalking, or any other legally protected status entitled to protection under federal, state, or local anti-discrimination laws.*