

Marketing, Events and Hospitality Assistant

To apply, please email your resume to legalrecruiting@stearnsweaver.com indicating the title and office of the position in the subject.

Schedule: Full Time

Miami Office
150 West Flagler Street, Suite 2200
Miami, FL 33130, USA

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

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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

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Equal Opportunity Employer

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the [Know Your Rights](#) notice from the Department of Labor.