

GOULD & RATNER LLP
JOB DESCRIPTION
LEGAL RECRUITING AND PROFESSIONAL DEVELOPMENT COORDINATOR

Gould & Ratner is seeking a Legal Recruiting and Professional Development Coordinator, who will work closely with and support the Chief Administrative Officer, Director of Professional Development, Hiring Partners, and Chief Diversity and Inclusion Officer on implementing the Firm's recruiting, professional development, and diversity initiatives. This position involves a high level of interaction with the Firm's attorneys, prospective attorney candidates, outside recruiters and law schools. Candidate must be able to work in a fast paced environment and prioritize multiple projects while handling competing demands.

- Coordinate lateral attorney interview schedules, make conference room arrangements, send calendar appointments, prepare schedules and greet candidates. Maintain a recruiting database with candidate data and interview schedules
- Coordinate posting lateral associate positions on Firm website while recruiting through other sources
- Maintain relationships with external recruiters, minority bar associations, and law school career services contacts
- Manage interview evaluation collection and post offer diligence process
- Assist with planning, coordinating and executing the annual Summer Associate Program, including coordinating the on-campus interview process, program, and social events
- Coordinate registration and all logistical details for diversity and law student recruitment events
- Configure, implement and manage attorney and paralegal review processes, including 360 reviews, and assist with the implementation of a real time feedback program
- Work with the Director of Professional Development to design and execute new initiatives and programs to ensure the continued professional development of the Firm's attorneys, including assisting Department Chairs with targeted educational programming
- Manage program presentation logistics including scheduling, drafting and distributing materials, conference room booking and technology needs
- Provide administrative support for Firm CLE compliance and programming efforts, including managing and tracking the use of external CLE subscriptions, submitting applications to obtain CLE accreditation for Firm programs, and tracking general attorney CLE compliance
- Research and monitor trends in professional development, including best practices, technologies and tools
- Serve on the Diversity Committee and work in support of the committee's initiatives
- Perform special projects as needed
- Maintain professionalism and strict confidentiality in all client and Firm matters

Skills & Competencies

- Dependable team player who works collaboratively and cooperatively in a team-oriented environment. Ability to act independently within the scope of the position's responsibilities

- Excellent, interpersonal, verbal and written communication skills. Ability to communicate with courtesy and diplomacy, efficiently follow written and verbal instructions, provide information, and maintain effective relationships with a diverse group of attorneys, candidates, clients, professional staff and outside contacts
- Excellent organizational, planning and project management skills including record keeping, data collection and system information. Ability to compile and analyze data and furnish concise, detailed information in report format, written correspondence, e-mail or verbally
- Exhibit high degree of initiative in managing multiple priorities simultaneously in a fast-paced, deadline driven, detail-oriented work environment with the ability to adapt to change in workflow
- Must be willing to work overtime and attend all evening summer associate program events

Qualifications & Required Experience

- Bachelor's degree or equivalent years of experience
- 3+ years law firm experience in a similar position preferred
- Position also requires the ability to work under pressure to meet strict deadlines

Computer Skills

- Strong Microsoft Office including, Word, Outlook, PowerPoint and Excel
- Knowledge of Top Performance and PLI platforms a plus
- Familiarity with various social media platforms

4849-7769-9326, v. 1