

Siskinds LLP is one of Southwestern Ontario's leading law firms. We provide legal services on a local and national scale and work in diverse areas of the law including personal injury, business and commercial law, litigation, family law, labour and employment, environmental law, wills and estates, and class actions. Our team of over 80 lawyers and more than 100 support staff is dedicated to ensuring our clients receive exceptional service.

## **Marketing Coordinator, Events – 12-18 month contract**

This opportunity exists in our marketing department. As with all positions, you may be called upon at any time to support other members of the larger Siskinds team.

The ideal candidate will have excellent communication skills. The candidate must have a high level of organization skills, strong customer service skills and an ability to prioritize work within a high-volume, fast-paced, multi-media environment. The candidate must be able to work independently and in a team environment.

### Duties and Responsibilities:

- Support the marketing manager in the creation and deployment of on-going social media activity.
- Write and deploy internal communications across the firm.
- Create and maintain an annual calendar of events at which Siskinds participates or sponsors.
- Compile and reply to requests from individuals and organizations for support in the form of sponsorships, donations, and volunteer activity.
- Write and deploy ongoing marketing email communications, track results and ensure privacy laws are followed.
- Process invoices, including receipt of invoices via mail, email, inter-office mail and payment via credit card or cheque.
- Be the primary point of contact within the marketing department for events, conferences and trade-shows. Responsibilities include, but are limited to:
  - Execute marketing plans as developed in collaboration with the marketing team, including development of all materials and items, on-site support, attendee management, post-event evaluation and documentation filing.
  - Set-up, attend and manage display tables at events, conferences and trade-shows as required.
  - Manage inventory of branded items related to events, conferences and trade-shows including giveaways, gift cards, signage, pop-up displays and tablecloths.
  - Record and report the results of events, as appropriate for each event.
  - Manage event photographers and videographers and ensure photos and videos meet quality standards and are properly filed internally.
- Occasional travel to events and satellite offices in Ontario.

### Qualifications:

- Degree or diploma in a business or marketing program is required.
- Strong interpersonal skills including verbal and written skills are required.
- High aptitude for multi-tasking, detail, and follow-through is required.
- Strong social media skills are an asset but not required
- Working knowledge of Adobe Creative Suite - Illustrator, Photoshop, InDesign is an asset but not required.
- Involvement in community organizations and events is an asset but not required.

We are a truly cohesive team, and as such, being a team player as well as having a positive attitude will make you a top runner, and ideally our chosen candidate.

We offer a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the highest level. We offer competitive compensation and benefits. Siskinds is an equal opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection, and on-boarding process. To learn more about us, please visit our website at [www.siskinds.com](http://www.siskinds.com)

**Please email your resume** quoting "Marketing Coordinator" in the subject line to, [humanresources@siskinds.com](mailto:humanresources@siskinds.com).  
Deadline for submissions is Friday, June 14, 2019.

**Contact Information:**

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