

## **Recruiting & Program Operations Coordinator**

### **Attorney Recruiting**

Manage all activities and initiatives designed to identify and attract new attorneys

- Develop strategies, best practices, and strategic plans for the Firm's recruiting efforts
  - Plan and manage all aspects of law school recruiting and on-campus interviews (OCI), including registration, travel arrangements, materials, attendance, and dinners
    - Work with Hiring Committee to determine law schools to participate in OCI
    - Collect and review resumes submitted for OCI
    - Responsible for all aspects of follow-up dinners with current candidates and previous summer associates
    - Track all resumes submitted from law students outside of OCI
    - Create a firm profile and register for a resume collection with the Top 25 law schools if not participating in OCI
    - Cultivate relationships with law schools and manage sponsorships from various student organizations
  - Plan, execute, and attend all aspects of the annual Summer Associate Program, including on-boarding/off-boarding, mentor assignments, work assignments and evaluations, budget tracking, and social events
    - Serve as day-to-day supervisor for summer associates
    - Coordinate processes and activities associated with summer associates
    - Oversee 1L recruiting efforts, including the 1L Diversity Fellowship
    - Draft offer letters and implement onboarding processes
    - Plan and attend social events including welcome breakfasts, home dinners, weekly lunch schedules, local Houston events (baseball games, theater, museums, etc.)
    - Oversee allocation of summer associate projects to ensure equal distribution of projects and work among various attorneys
    - Collect feedback from both attorneys and summer associates regarding work projects and overall experience
    - Conduct exit interviews with all summer associates
  - Plan and manage all aspects of lateral attorney recruiting
    - Schedule interviews and meet with Hiring Committee to discuss hiring decisions
    - Work with Executive Director to draft offer letters and onboarding processes
    - Work with Conference Center & Events Coordinator to host welcome breakfast on first day of employment
  - Coordinate all interview schedules with candidates and firm lawyers; secure travel arrangements if needed, walk candidate from office-to-office if in-person or oversee virtual interviews via Zoom; collect and distribute candidate feedback to Hiring Committee
  - Maintain communication with all law students and laterals regarding application status
  - Maintain and update candidate files and applicant tracking as needed
  - Plan and execute events targeting law students and lateral candidates
  - Compile and analyze statistics and results of recruiting and present them to the Hiring Committee
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- Track and submit any expense reimbursements for candidates
- Track and submit invoices and expense reimbursements in a timely manner
- Work with Director of Marketing to create recruiting collateral and order promotional items as needed

### **Firm Operations**

- Serve as the primary point of contact for the Firm's sponsorship/charitable contributions
- Assist Executive Director with firm tickets for business development purposes
- Assist Executive Director with onboarding and offboarding full-time attorneys and professional staff
- Assist with day-to-day operational requests (i.e., budgeting, reporting, etc.)
- Work closely with Executive Director, Director of Marketing, and Director of Business & Professional Development regarding internal and external firm programming and events as needed
- Work with Executive Director and IT department to update the Firm Intranet as needed
- Negotiate and finalize annual corporate rates with certain hotels
- Maintain spreadsheet of venues to track previous event locations; stay informed of new venues to host future events
- Manage invoices and process payment requests in a timely manner
- Perform other projects as assigned

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- Bachelor's degree in business, communications, human resources, or related field; and/or career reflecting professional services, event management, or hospitality
  - At least one year of recruiting, human resources, or event planning experience
  - Possess strong computer skills and knowledge of Outlook, Word, Excel, and PowerPoint
  - Must be highly organized, meticulously-detail oriented, while maintaining a high level of quality and accuracy
  - Ability to perform in a fast-paced environment, juggle multiple assignments, and work responsibly under pressure
  - This position requires occasional travel and ability to work evenings and weekends as needed
  - Must demonstrate a proven ability to handle confidential information with the utmost discretion
  - Communicates courteously and professionally to all firm personnel, clients, recruits, and vendors
  - Collaborates actively and complementarily with Executive Director, Director of Marketing, and Director of Business & Professional Development on projects
  - Reports to Executive Director