



Boylan Code LLP is searching for a talented and professional full-time Marketing & Communications Coordinator to join the dynamic team in our Rochester, NY office.

We are a full-service law firm, working as trusted advisors who provide our clients legal expertise in a variety of specialized practice areas. Our clients include individuals and entrepreneurs, start-ups, multinational corporations, government entities, non-profit organizations, financial institutions, and more. We pride ourselves in helping our clients protect their investments and reach their goals.

The successful candidate will be articulate, optimistic, and energetic with the ability to motivate and inspire others. Your duties will be diverse and multi-faceted; therefore, excellent interpersonal and professional skills are vital for this role. You will manage our marketing funnel, including but not limited to our social media presence, website content, email marketing activities and advertising channels. Expect to interact regularly with clients and the public, helping to coordinate and host meetings and events, and be responsible for writing, editing, publishing, and distributing a variety of content to support our marketing efforts. You will also ensure that all corporate messaging, press releases, and marketing materials meet the firm's brand identity strategy. To be successful, you must possess superb written and verbal communication skills and have in-depth knowledge of current, effective marketing trends.

This is a full-time position with a highly competitive wage and benefits package, including:

- A substantial contribution toward medical insurance (some plan options are fully funded by the Firm);
- Dental plan with optional vision benefits;
- 401(k) plan, including Firm match;
- Paid Time Off, including vacation, personal and sick time;
- Fully paid life and long-term disability insurance;
- Supplemental life insurance;
- Flexible Spending Account plan;
- Employee Assistance Program;
- Discounts on auto and homeowner's insurance;
- Business casual workplace; and
- Free parking.

Requirements

- Associates Degree or higher in marketing, communications, English, public relations, or journalism preferred.
- A minimum of 2-3 years of experience working in a marketing or communications position; experience at a law firm or other professional service organization is a plus, but not mandatory.
- A solid understanding of effective and current marketing techniques.
- Strong interpersonal skills – articulate, optimistic, and energetic with the ability to motivate and inspire others.
- Excellent written and verbal communication skills, with the ability to communicate clearly and effectively.
- Editing, proofreading and layout/design skills are essential.
- Superior time management and organizational skills; ability to multitask and manage multiple projects while meeting deadlines.
- A high level of creativity and attention to detail.
- Basic Graphics Design ability, familiarity with Canva and Adobe products.
- Experience with content management systems (CMS), customer relationship management (CRM) tools and email marketing tools (MailChimp, Constant Contact).
- Skill with Microsoft Office 365 including Word, PowerPoint, Outlook, and Excel.
- Power-user of major social media platforms (Facebook, Instagram, Twitter, LinkedIn at minimum).

At Boylan Code, we take great pride in providing our attorneys and staff with a healthy work/life balance. Our family-friendly culture is what sets us apart from other firms. We are a team of twenty-five attorneys, an administrative staff of eight, and more than thirty paralegals and support staff, with dozens of areas of expertise, and hundreds of years of collective experience. Our approach is not transactional, it is holistic; we want to understand and serve our clients, their families, their businesses, and their unique issues, challenges and opportunities. Our strong commitment to client service is at the heart of everything we do. Everyone at Boylan Code shares a commonality of purpose – we are passionate about the idea that the right people can and do provide the intellectual strength, passion and vision to become key drivers of success for our clients.

Boylan Code is ranked in the Rochester top tier by Best Lawyers in America for Alternative Dispute Resolution, Bankruptcy & Creditor/Debtor Rights, Corporate Law, and Trusts & Estates.

Please submit your cover letter, resume, and examples of written copy you have personally produced in complete confidence to:

Susan M. Gross, Legal Administrator
Boylan Code LLP
sgross@boylancode.com

We regret that we cannot accept telephone inquiries regarding this position. Only those candidates invited to interview will receive a response.



Boylan Code LLP will reasonably accommodate individuals with disabilities throughout the employment selection process. If you believe you need an accommodation during the selection process, please contact Susan Gross, Legal Administrator, to make a request.

Boylan Code LLP is committed to the policy of equal employment opportunity. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition or carrier status, domestic violence victim status, veteran status or status as a member of any other protected group or activity.