

Recruiting Coordinator

General Statement of Duties:

We are seeking a Recruiting Coordinator to join the recruiting team in the Houston Office. This person will play an integral role in the firm's recruiting efforts and support the department in all aspects of law student recruiting, as well as other firm wide lateral recruiting initiatives as needed. This position is ideal for someone who is professional, has a positive and energetic demeanor, enjoys event planning, and likes a fast-paced work environment.

Duties & Responsibilities:

Law School Recruiting

- Coordinate law student recruitment efforts and assist with lateral recruitment for the Houston office
- Prepare and manage Houston summer program planning (including budget and calendar of events), in collaboration with the Manager and Social Committee
- Communicate with students and attorneys regarding program and event details
- Prepare materials and attend Recruiting Committee meetings; track and organize decisions and action steps following
- Assist with scheduling interviews and, collecting and distributing feedback
- Document and prepare all correspondence related to the summer program and OCI
- Assist in reviewing and selecting summer associate applications for consideration by Hiring Partners and Recruiting Committee
- Coordinate offer and decline process
- Maintain position tracking reports; enter required information and data into application tracking system; generate accurate and timely reports as needed
- Participate in and coordinate on campus recruiting events, including interviews, panels, dinners, receptions, etc.
- Assemble orientation/program materials and handouts (orientation, new hire handbooks)
- Actively serve in the National Association of Legal Placement (NALP) and the city-wide recruiting organization
- Assist the Manager with associate engagement including new associate orientation, maintaining contact with new associates throughout the year, scheduling lunches, coordinating training programs, etc.
- Maintenance of recruitment statistics and office recruiting budget; prepare and process recruiting expenses and invoices in Chrome River
- Provide overall administrative support to the Recruiting Department
- Create appealing and inviting event graphics on Canva
- Help maintain a social media presence for firm recruiting activities
- Perform other tasks and duties as assigned

Education & Experience:

- Bachelor's Degree required
- 2 years of previous relevant experience in recruiting, marketing or development, experience in a law firm or professional service setting is preferred
- Event management experience in professional services is a plus
- Proficient in MS Office Suite including Outlook, PowerPoint and Excel
- Experience with an applicant tracking system or CRM is required (preferably viRecruit)
- Excellent written and oral communication skills, with the ability to work independently and be proactive
- Possess superior organizational and time-management skills, including the ability to prioritize projects and meet deadlines
- Display strong service orientation in responding to attorney or student needs
- Display a high degree of flexibility in a demanding, fast-paced, and frequently changing environment
- Project enthusiasm and positive attitude; foster collaboration and team atmosphere
- Display self-starting attitude; take initiative; possess the ability to take projects from the beginning stage through fruition; goal-oriented
- Understand and apply Firm culture in everyday tasks
- Maintain high degree of confidentiality

Additional Information:

Work Environment – This is a hybrid position, when the recruiting coordinator is in the office they will be operating in a professional office environment.

Position Type/Expected Work Hours – This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5:30 p.m. for the majority of the year, occasional evening and weekend work may be required as job duties demand. During the summer associate program and on-campus interview season, from Mid-May to the beginning of August, working at evening events and occasionally on the weekend will be required. During this time period, this person will be expected to be in the office in-person as well.

Travel – Some travel is expected for this position.

Crystal Cornett, Legal Recruiter
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