

## Work Study Job Description

<b>Job Title</b>	Marketing Coordinator
<b>Organization Name</b>	Sophos Law Firm, PLLC.
<b>Job Location</b>	1037 NE 65th Street, STE 211
<b>Address</b>	1037 NE 65th Street, STE 211 Seattle WA 98115
<b>Pay Rate</b>	\$12.00 - \$12.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Tolis Dimopoulos
<b>Phone Number</b>	206-708-1058
<b>Email Address</b>	michael@sophoslaw.com
<b>Website</b>	<a href="http://www.sophoslaw.com">http://www.sophoslaw.com</a>

### Nature of Organization

Sophos Law is a boutique corporate law firm that represents technology startups and entrepreneurs.

### Duties and Responsibilities

Sophos Law is a boutique corporate law firm that represents technology startups and entrepreneurs. Duties and responsibilities are as follows:

1. Direct and manage the social media presence of the firm.
2. Identify content for inclusion on the firm's Twitter, Facebook, and other social media accounts.
3. Prepare drafts of the substance of updates to be posted on the firm's Twitter, Facebook, and other social media accounts.
4. Participate in regular, on-site status meetings, as necessary.
5. Identify and create methods measuring the effectiveness of social marketing efforts and develop reports to present to members of the firm.
6. Regularly communicate with members of the firm.

Additional duties and responsibilities are available, including preparing materials for client meetings and workshops; assisting with the maintenance of both offline and online client/firm records and files; and attending and participating in meetings with existing and prospective clients at events.

### Minimum Qualifications

The minimum skills and qualifications are:

1. Highly creative, goal oriented, and entrepreneurial.
2. Experience in working in an office environment with advanced office productivity skills.
3. Knowledge of the different social media networking tools and platforms, including Facebook, Twitter, Wrodpress, and Hootsuite.
4. Highly organized with the ability to quickly absorb and synthesize new information.
5. Strong attention to detail with the ability to manage multiple, competing priorities.

### **Educational Benefits**

This position will provide a student with hands on experience in building and managing a social media presence and marketing for a small business. The position will also provide the student with an opportunity to build expertise in different social media platforms and the respective participants. More generally, the position will provide students with an opportunity to develop project management and organizational skills.

### **How to Apply**

Please send a resume and cover letter to Michael Meints @michel@sophoslaw.com

---

Job Number: 40SOPH01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%