OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Marketing Coordinator
Organization Name	Sophos Law Firm, PLLC
Job Location	Wallingford
Address	4444 Woodland Park Ave. N., Suite 207 Seattle WA 98103
Pay Rate	$12 - $12
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Piper Hackett
Phone Number	206-708-1058
Email Address	piper@sophoslaw.com
Website	http://www.sophoslaw.com

Nature of Organization

Sophos Law Firm, PLLC is a boutique corporate law firm that represents entrepreneurs, startups, and emerging growth companies.

Duties and Responsibilities

Sophos Law is seeking a highly creative, goal-oriented marketing coordinator to join our team. If you are passionate about new technology and start up companies, this position may be a great fit. The successful candidate will be tasked with directing and managing the social media presence of Sophos Law. This position is limited part time (5-6 hours per week), perfect as supplemental work and network building.

Duties include directing and managing the social media presence of the firm; identifying content for the firms twitter, facebook, and other social media accounts, drafting the updates to be posted on the firms social media accounts, participating in meetings as necessary; and regularly communicating with firm members.

Minimum Qualifications

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, and wordpress.
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 Piper Hackett at piper@sophoslaw.com

Job Number: 40SOPH01 | Category: Law | Program: State | Reimbursement Rate: 40%