



Marketing & Business Operations Assistant

Want to be a part of one of the fastest growing law firms in Central Ohio? If so, this is your opportunity to support Mac Murray & Shuster as a full time Marketing & Business Operations Assistant. Compensation is competitive and will be negotiated depending on the qualifications. Benefits include health, dental and vision insurance, life insurance, 401(k), generous PTO, flexibility, and a positive and energetic working environment. Diverse candidates are encouraged to apply.

ARE WE A FIT?

Are you our ideal Marketing & Business Operations Assistant? You might just be if you:

- Are a curious and proactive problem-solver who takes initiative and has an “all for one and one for all” mentality
- Are a team player who loves a challenge and goes above and beyond to get the job done
- Embrace technology, aren’t afraid to go outside of your comfort zone, and eagerly seek responsibility
- Are organized and detail-oriented but definitely have a flair for the creative, too
- Enjoy collaborating with other team members, but also love to take a project and run with it
- Possess exceptional written and verbal communication skills
- Have a positive, can-do attitude and great people skills
- Have a knack for calmly handling any situation that comes your way with the utmost integrity
- Are committed to excellence, driven to get the best results for clients, and can maintain confidentiality when handling sensitive information

RESPONSIBILITIES

The Marketing & Business Operations Assistant will jointly support the Business Director and Marketing Director. Essential responsibilities include, but are not limited to:

Marketing

- Assist with maintaining/updating firm website content
- Assist with blog and newsletter editing/distribution
- Assist with firm social media calendar and posting
- Help produce email marketing campaigns and videos
- Assist with planning, promotion, and implementation of firm events
- Maintain and enhance attorney online legal profiles

- Manage tracking of marketing performance metrics
- Manage promotional items, client gifts, and other marketing collateral
- Additional marketing duties as assigned

Business Operations

- Assist with invoice and billing process
- Maintain and automate the AR schedule
- Assist in supplier and vendor onboarding
- Coordinate content and distribution of firm newsletter
- Manage firm reporting schedules
- Assist and provide support for firm special projects
- Manage firm event calendar
- Assist with facilities requests
- Manage and prepare office and kitchen supplies
- Coordinate audit of policies and procedures
- Assist in expense report submission
- Assist and coordinate IT vendor support
- Additional operational administrative duties as assigned

Work hours: 9 a.m. to 5 p.m., Monday through Friday. Occasional projects may require additional time.

EDUCATION & QUALIFICATIONS

Required

- Bachelor's degree or equivalent work experience
- At least 1 year of experience in administrative and/or marketing support role, ideally in the legal field or other professional services environment
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Organized
- Resourceful
- Positive, "can-do" outlook
- Excellent written and verbal communication skills
- Strong attention to detail
- Enjoys a balance of creative and administrative responsibilities

Preferred

- Familiar with marketing platforms such as Adobe, Canva, PowerPoint, WordPress, GoToWebinar, Mailchimp
- Familiar with professional platforms such as Clio, Collaborati, Law Tracker, Serengeti
- Comfortable use of social media for business
- Experience working for a small, entrepreneurial business

ABOUT US

Mac Murray & Shuster is a rapidly growing law firm delivering custom solutions for national, regional, and local clients across wide-ranging industries with an emphasis on proactive compliance with consumer protection laws and litigation defense. Recognized for the last 6 years by *U.S. News and World Report's* "Best Law Firms" list and as one of Central Ohio's fastest growing businesses, our leadership team includes former state regulators who bring an intimate knowledge of consumer protection law that only comes from having helped shape the regulatory landscape themselves. Through building relationships and trust, we partner hand-in-hand with our clients to develop strategies for success.

WHY MAC MURRAY & SHUSTER?

- We offer a fun and collaborative environment
- Our team is committed to our mission and core values:
 - Commit to excellence
 - Act with integrity
 - Driven to the best result for the client
 - All for one & one for all
- We invest in employees' success through training, support, flexibility, and growth opportunities
- Leadership team is open to new ideas and continuous improvement
- Employees are respected and everyone's voice is heard
- Company runs on EOS (Entrepreneurial Operating System)
- Interesting work, passion for delivering excellence
- Beautiful, new, spacious office in New Albany (Free Parking)

Benefits: Health, dental, vision, and life insurance; short- term disability; generous 401K; PTO

Mac Murray & Shuster LLP is committed to maintaining our diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

CONTACT: Email us at opportunities@msslawgroup.com. Please include a current resume and note "Marketing & Business Operations Assistant" in the subject line.



SENIOR ATTORNEY

ARE WE A FIT?

M&S is growing and we're always looking for great attorneys to join our team. We're not your average law firm and we do things a little differently around here. We're focused on finding talented individuals that share our values. And because we know professional paths can cross at the most unexpected times, it's never about simply filling an open position. If you're the right fit, there's an opportunity for you here.

ABOUT US

We're a group of former consumer protection regulators passionate about making sure businesses know how to stay out of trouble in the consumer protection space. We make sure businesses – from entrepreneurial startups to Fortune 100s – know how to proactively comply with federal and state consumer protection and privacy laws. And when they come to us facing a class action lawsuit or regulatory enforcement action, first we'll defend them. And then, we'll show them how to protect themselves for the future.

So that's what we do, but who ARE we? We're a Midwest firm with Midwest values. We're almost never the biggest in the sandbox, but you can bet the others have heard about us. With deep experience working on both sides of these laws, we're there for our clients with insight earned from having shaped the regulatory landscapes that now rule them. We're tough, but we also know that the best results for clients are often achieved through collaboration. Which is why you'll frequently find us partnering with other law firms, adding value in our niche. We take it as a compliment that the very firms we face in the courtroom recommend us when they have the opportunity.

We're driven by 4 core principles that guide the work we do and how we treat each other:

- 1) **Commit to excellence** – we're all about doing our best. We care about our work, and the experience clients and business partners have working with us.
- 2) **Act with integrity** – in the boardroom and in the courtroom. There is no room for anything less.
- 3) **Driven to the best result for the client** – every client, every time. After all, isn't that what we're here for?
- 4) **All for one and one for all** – we have each other's backs. We succeed based on teamwork, efficiency, and collaboration.

We take the ampersand in our name seriously. We know we can't do what we do without what that "&" represents – the entire M&S team, who work together to deliver exceptional results and unsurpassed service to our clients. Whether working in the office, at home, or on the road, we've built both the technology and culture to support the seamless collaboration needed to excel.

ABOUT YOU

You're an experienced attorney looking for a real partnership opportunity. Maybe you've got a background in consumer protection, privacy, or regulatory compliance; if not, you've got a genuine interest in those fields and can show us how you've explored them.

You're proud of the relationships you've built and the book of clients you'll bring. You are excited by the potential to provide stronger, more comprehensive services to them with M&S behind you.

You're a team player who doesn't hesitate to roll your sleeves up and dive in. You love a new challenge and aren't afraid to push yourself outside of your comfort zone – especially if it's to support a client. You take smart risks, learn from your mistakes, and rarely make the same one twice. You respect the contributions of non-attorney staff in working toward success for both your clients and you.

Finally, you know that all work and no-play make Jack and Jill burned-out lawyers. You do what it takes to get the job done, but make sure to take time to refresh and recharge for your next challenge.

WHAT YOU'LL DO HERE

You'll work closely with M&S partners, associates, and staff to serve clients in both litigation and compliance matters. From entrepreneurial startups to Fortune 100 organizations, you'll work with businesses across many industries, helping them understand their compliance obligations, assess their compliance practices, and implement new policies and procedures. You'll represent them in investigations and other matters before state and federal regulatory agencies. You'll defend them in litigation, class action lawsuits, and regulatory enforcement action.

SKILLS AND QUALIFICATION (The fine print)

- 7-10 years of experience
- Currently licensed to practice law
- Strong case management experience from intake to conclusion
- Excellent research and writing skills
- Exceptional interpersonal and communication skills
- Consistent strong attention to detail
- Established ability to prioritize tasks, manage workflow and complete multiple projects simultaneously with little oversight
- Outstanding analytical skills and ability to assess facts/recommend and implement case strategy
- Excellent planning and organizational skills
- Ability to maintain, create and develop trusting and lasting relationships with diverse audiences, including prospective clients to gain future business
- Strong work ethic, dependable, reliable, self-starter and motivated
- Commitment to maintain strict confidentiality requirements

Think we're a match? We can't wait to talk with you! Email us at opportunities@mslawgroup.com and tell us about yourself. You should probably include a resume as well.

Mac Murray & Shuster LLP is committed to maintaining our diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.