

Labor & Employment Practice Development Assistant Job Description

At Seyfarth, we understand that great people are the key to our success, and we provide the opportunities to match. If you join us, you'll work with state-of-the-art technology in a friendly and professional environment, and we will continue to invest in your professional development. If you want the freedom to grow at a firm that is invested in your future, keep reading.

The Opportunity:

As the Practice Development Assistant, you will support the Labor & Employment department, the largest department at Seyfarth, and will assist the Practice Development Director, Managers and Coordinators with the practice management, marketing and business development initiatives by providing the support and coordination necessary for a successful outcome. You will play an active role in the development and implementation of key initiatives and programs and will be responsible for coordinating the activities of project stakeholders to ensure successful and on-time project execution. You should be a highly motivated self-starter with an attention to detail and the ability to manage multiple projects concurrently. You will report to the Practice Development Manager for Labor & Employment.

The Day-To-Day:

- On any given day, you will be working with Practice Development colleagues on a variety of requests and projects. You will:
- Assist Practice Development Director, Managers and Coordinators with development of monthly practice group financial reports utilizing Microsoft Excel
- Coordinate monthly Practice Group meeting schedules with IT and office leads to ensure smooth video conference connections as well as specialized AV needs
- Support Practice Development team with the execution of Practice Group Business Plans
- Directly support assigned practice groups with their monthly meeting planning, and execution of business plans, and related practice group initiatives
- Assist with all aspects of development and coordination of handout materials for department meetings, practice group meetings, client breakfast briefings, and client webinars
- Work on and help draft internal communications for the department including but not limited to: newsletters, thought leadership analytics, alumni content, invitation content, surveys, and announcements
- Manage all aspects of the Practice Group portal pages, including decision-making on content postings
- Coordinate national CLE programs, logistics and communication
- Support PD team with preparation of league table submissions and reference management
- Various ad hoc projects as needed and requested

You Have:

- Undergraduate degree in business or related field or equivalent job experience
- Experience in a professional services environment — law firm experience preferred but not required
- Experience in an executive or administrative assistant role, particularly in a large national law firm, preferred.
- Superior organizational skills, extreme attention to detail, and ability to multi-task in a fast-paced and dynamic environment
- High degree of proficiency with Microsoft Office Suite, especially Microsoft Outlook, Word, Excel and PowerPoint
- Strong proofreading/copyediting skills and solid grammar skills.
- Ability to efficiently plan and manage time while handling projects for multiple supervisors and competing deadlines
- Exceptional written and interpersonal communication skills needed to follow written and/or oral instructions, provide information, and maintain effective relationships with firm personnel - including management, a diverse group of attorneys, clients and staff. Ability to exude a high level of professionalism, courtesy and diplomacy through in-person, email and telephone communication
- Exhibit high degree of initiative and independent judgment with excellent troubleshooting and follow-through skills
- Demonstrates a willingness to learn and is receptive to feedback
- Regularly demonstrates professionalism, respectful of all colleagues, and ability to be flexible with tasks and requests

What We Provide:

Seyfarth provides competitive salary and benefits at all levels, and our culture embraces the entrepreneurial spirit of its professionals like no other firm. Our allied professionals are a collaborative team, helping to define the unique client experience offered by the firm. We understand that it takes more than attorneys to build a successful legal practice; everyone participates in our commitment to excellence.

We are also proud to be an influential leader in inclusion and diversity. The firm has been recognized for our efforts by the Human Rights Campaign and the Minority Corporate Counsel Association. We are Mansfield 2.0 certified, a reflection of our ongoing commitment to advancing candidates from underrepresented groups.

More About Seyfarth:

With more than 900 lawyers across 16 offices, Seyfarth Shaw LLP provides advisory, litigation, and transactional legal services to clients worldwide. Learn more about The Seyfarth Experience at www.seyfarth.com/career

This position will be based in Chicago, IL 60606