

Associate Recruiting Senior Coordinator – New York Programs and Outreach

Department: Attorney Recruiting (Human Capital & Talent)

Organizational Relationship: Reports to the Manager of Associate Recruitment – New York Programs and Outreach with a dotted line to the Senior Manager of Attorney Recruitment

FLSA Status: Non-Exempt

Last Updated: November 9, 2023

General Summary:

The Associate Recruiting Senior Coordinator – New York Programs and Outreach is responsible for coordinating all activities and processes supporting the New York Summer Program, outreach with law school student groups and career service offices, and a variety of other Attorney Recruitment initiatives.

Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Supports the Manager of Associate Recruitment – New York Programs and Outreach in all phases of recruiting efforts, with particular focus on the New York Summer Program and campus outreach
2. Supports the strategic initiatives of the local and global Recruiting Committee as it relates to recruiting programs and outreach
3. Develops and maintains relationships with Office Managing Partners, Local Department Chairs, Practice Group Chairs, staffing partners/counsel, the Director of Administration and the Global Recruiting Department, as well as all levels of Latham attorneys and provides them with the appropriate background information to help with recruiting efforts
4. Develops and maintains positive relationship with regional and key law schools, including career service offices and student organizations, and identifies recruitment opportunities that align with office goals
5. Meets regularly with the local Recruiting Committee and works with office, department, and practice group leadership to address ongoing recruiting needs and issues including strategy, outreach, diversity, hiring programs, and other recruiting initiatives

6. Provides high-level support of the New York Summer Program, including but not limited to, networking events, onboarding, orientation, integration, training, staffing, evaluations, pace, budgets, and the offer process, and communications with participants and office personnel regarding the foregoing
7. Coordinates office outreach efforts and events, aligning them with the office and firm strategy, and monitors outreach expenses and ROI
8. Represents the firm at recruiting events and external functions such as information sessions, panel discussions and career fairs as appropriate
9. Organizes internal recruitment events, including coordination with Workplace Experience, IT, and Flik Catering teams, monitors day-of execution and post-event documentation, budget review, and applicant correspondence
10. Organizes external recruitment events, including venue selection, vendor negotiations, catering, and facilitation with Contracts team, monitors day-of execution and post-event documentation, budget review, and applicant correspondence
11. Drafts, updates and develops presentations for internal and external audiences regarding recruiting initiatives, committee activities and recent developments/trends
12. Provides research, analyzes data, and generates reports as requested by the Senior Manager of Attorney Recruitment, Manager of Associate Recruitment – New York Programs and Outreach, the local Recruiting Committee, and others
13. Completes special projects regarding various issues as needed for the Recruiting Department
14. Uses appropriate project management methodology for each project which includes: identification of needs, prioritization of requirements, and definition of project scope and documentation of all project-related activities
15. Represents the firm through active involvement in organizations such as NALP, NYCRA, and others
16. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications:

Education

- Bachelor's degree or equivalent required

Work Experience

- A minimum of four years' experience in relevant legal recruitment or professional services experience required, preferably with experience in summer program and law school outreach

Knowledge, Skills, and Abilities

- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Excellent communication skills, both written and verbal
- Strong project management skills including ability to establish an appropriate timeline, prioritize effectively, and manage multiple deadlines
- Strong analytical skills with minimal supervision needed
- Strong attention to detail and quality assurance processes
- Knowledge and proficiency in PC applications, including MS Office, as well as experience with applicant tracking systems and interview platforms
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to work in a team environment with a customer-service focus
- Sensitive towards the needs of diverse and multicultural constituencies

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.