

Marketing and Communications Specialist

An Intellectual Property law firm in Falls Church, VA has an excellent opportunity for a Marketing and Communications Specialist. Responsibilities include preparing Request for Proposals (RFP), planning and executing marketing strategies and promotional seminars to further develop our client relations and increase awareness of our firm's services. Research and target potential new clients, keep up to date with potential leads, and identify emerging industry trend. Additional duties include creating, coordinating, and distributing email alerts and newsletters. In addition, this position will assist with setting up seminars, meetings, and several annual special events.

The firm is looking for strong communication skills, attention to detail, and a strong work ethic. Position requires interacting with clients (both domestic and international), outside attendees, internal lawyers, professional staff, and outside vendors.

A BA/BS degree in Communications, Marketing, Event Planning and/or professional services preferred. Prior marketing, event planning and knowledge of technical tools such as PowerPoint and InDesign/Photoshop a plus.

We offer a competitive salary and benefits package. Please fax resume and salary requirements to (703) 645-3896 or email at HR@BSKB.COM. EOE

Visit our Web site at: www.bskb.com