

Marketing Coordinator (Part-Time)

This position is fully remote (work from home). Candidates located anywhere in the US are encouraged to apply. This is a part-time role (approximately 20 hours per week).

Do you want to work with awesome people at an exciting, growing company?

ArcherHall is a digital forensics company serving attorneys in civil and criminal investigations. We are seeking an exceptional part-time Marketing Coordinator. This individual will help grow our presentation marketing strategy.

If you're excited about tackling new challenges, solving problems, and building a great company, and you want a flexible schedule and remote work, this could be what you're looking for!

Characteristics of a strong candidate:

- Personal accountability
- Positive attitude
- Strong written communication
- Tech-savvy

Responsibilities:

The main objective of this role will be to scale our Continuing Legal Education (CLE) presentation marketing strategy. Tasks may include:

- Contacting law firms and bar associations by email to schedule CLE presentations
- Aggregating information about attendees in spreadsheets
- Updating our online CLE tracking system
- Other tasks as necessary to advance the goals of the marketing team

Qualifications:

- Strong written communication skills.
- High degree of proficiency with computers and common office software programs, such as Excel, Outlook, and web-based software.
- Diligence, attention to detail, and the ability to work independently.

To apply, submit your resume to [hiring@archerhall.com](mailto: hiring@archerhall.com). Please reference the job title in your subject line.