

Join the NLR Team

Current Openings at the National Law Review

(As of September 1, 2019)

[Web Content Specialist](#)

Marketing & Administrative Specialist

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Web Content Specialist: Chicago or Denver

The National Law Review publishes articles and regulatory alerts from the nation's premier law firms, law schools, regulatory agencies and professional associations and we also cross promote several legal and other professional events per month. We are one of the highest volume legal websites in the United States and we are looking for an additional publication specialist who will format, classify and upload articles, videos and events, relating to business legal news. We publish throughout the day in various times zones and seven days a week, so we have flexibility in scheduling but require a minimum of a three day a week commitment. This may grow to full time based on the ability of team member and the company need for your demonstrated skills.

Duties and Responsibilities:

- Upload, format for SEO and classify legal news articles, videos and events and create new author profiles as needed.
- Develop and send daily subject area email newsletters.
- Maintain and update contacts in bulk email system.
- Work with other team members to further develop website and add additional new features and products.
- Other duties as may be assigned.

Requirements:

- Strong preference for previous experience with law firms, professional services companies and business law concepts.
- [We work with very large law firms](#) so you must have an incredible eye for detail and be a consummate professional.
- Bachelor's Degree required, ideally in Internet Marketing, Marketing, Business Administration, Communications, Journalism, English or Legal Studies.
- We're a website - so excellent computer skills are non-negotiable.
- Need demonstrable proficiency in Word, Excel, PowerPoint, Google Drive / Cloud, Outlook, Photo editing software and bulk emailing systems. CRM experience preferred. You MUST have strong computer skills coming in the door and have used them recently.
- Previous use of online publishing platforms, ideally Drupal and /or Wordpress, social media scheduling systems such as Hootsuite, and bulk emailing systems such as Constant Contact, MailChimp or Robly.
- Internet research skills/website SEO & strong attention to detail.
- High-speed internet access (if working off-site/remotely).

The kind of people we are looking for:

- Team players, as we work together as a small team seven days a week to edit, publish and syndicate legal news. Publishing positions require cross-training and job sharing due to the number of hours per day we publish news.
- Strong organizational skills, self-motivation, resourcefulness and a positive, can-do attitude.
- Wonderful communication skills, both written and oral with both team members and clients.
- Ability to manage multiple concurrent projects and work well under pressure, adapt quickly, to changing requests, pride in your work and get along with others.
- Ownership of individual's personal responsibilities, though some projects and tasks may be a team effort.

Other Things to Consider:

- Most members work remotely, but most initial training will be done in person, and you will need to attend monthly in office team meetings and /or company paid monthly educational or networking events.
- Full time or Part-Time. This can be a part-time position 3-5 days a week, with core business hours sometime between 6:00 am to 6:00 pm with some flexibility with no less than 20 hours per week or a 35-40 hour a week position. Hourly rate is dependent on your experience. We have a PTO and paid Sick leave program for all employees and QSEHRA (Qualified Small Employer Health Reimbursement Account) for employees working more than 25 hours per week.
- You will be job sharing with other team members and supporting a website manager. The goal is that the new team member will grow to be a web manager.
- This is not a writing position, but there may be opportunities in the future to contribute content and / or advance to a web management role. We are looking for team members who want to grow and advance to positions of more responsibility.

This is a great opportunity to get in on the ground floor of a growing digital publication and hit the ground running. Come check us out at www.NatLawReview.com . If this sounds like a good fit for you, APPLY TODAY!

Job Types: Full-time, Part-time

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Marketing & Administrative Specialist - Chicago

The National Law Review publishes articles and regulatory alerts from the nation's premier law firms, law schools, regulatory agencies and professional associations and we also cross-promote several legal and other professional events per month. We are one of the highest volume legal websites in the United States and we are looking for a talented individual to help keep all the things we have going on moving forward and to provide exceptional client-focused and proactive service for both internal and external clients.

- We work with very large law firms, so you must have an incredible eye for detail and be a consummate professional. Strong preference for previous experience with law firms or other professional services companies
- We're a website - so excellent computer skills are non-negotiable. Need demonstrable proficiency in Word, Excel, PowerPoint, Google Drive / Cloud, Outlook 365, Constant Contact or similar system and a CRM system. You MUST have these skills coming in the door and have used them recently.
- Strong organizational skills, self-motivation, resourcefulness and a positive, can-do attitude.
- Capacity to manage multiple concurrent projects and work well under pressure, adapt quickly, to changing requests, have pride in your work and get along with others and communicate effectively in a remote working environment.
- Bachelor's Degree required, ideally in Internet Marketing, Marketing, Business Administration, Communications, Journalism, English or Legal Studies.

Responsibilities:

Executive & Publishing Support

- Track progress of team's goals/projects on a bi-weekly basis and report progress Implement follow up protocol, generate follow up reports.
- Schedule regular team work schedule & weekly team meetings, conference calls and follow up on deliverables.
- Accounts receivable follow up / invoicing / expense reconciliation / account renewal preparation
- S/he will also be participating in the publication process as a back up to better understand company processes. Experience in SEO, formatting and creating content for websites is highly desirable.
- As a backup, learn to develop daily subject area email newsletters and update contacts in bulk email system.

Events / Partnership Management

- Monitor and manage partnership agreements (conference & advertising) including tracking partners performance and NLR's performance of contractual obligations.
- Assist in locating and submitting to various events for speaking opportunities.
- Ordering and maintaining an inventory of promotional supplies / Coordinate the distribution and shipment of supplies to conferences.
- As needed, attend / network and cover via social media legal marketing and legal events.

Business Development / Marketing

- CRM Update / Upgrade. Maintain or supervise of business development data input, maintenance

- Business development lead follow up / qualification
- Locate and obtain and contact information for advertising and publishing prospects
- Partner with other team members and outside specialists to refine marketing messaging and collateral materials

Miscellaneous

Other duties as assigned

Most team members work remotely, so initially, this will be a partially in-office position to assist the Managing Director and Operations Manager in coordinating the activities of remote staff and website marketing, business development, and company administration. After initial training, most work may be performed remotely, but some in office time will be required a few times a month for accounting/supplies management/shipping and team meetings.

Full time or Part-Time. This can be a part-time position 3-5 days a week, with core business hours sometime between 6:00am to 6:00pm with some flexibility with no less than 20 hours per week or a 35-40 hour a week position. Hourly rate is dependent on your experience. We have a PTO and paid Sick leave program for all employees and QSEHRA (Qualified Small Employer Health Reimbursement Account) for employees working more than 25 hours per week.

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