

Fasken Martineau is a leading international business law and litigation firm. With over 675 lawyers, we have offices in Vancouver, Calgary, Toronto, Ottawa, Montréal, Québec City, London, Paris and Johannesburg. We provide strategic and thoughtful advice in virtually all areas of business law to a broad range of clients including close to half of the Fortune 100 companies, corporate clients, government agencies, regulatory authorities, non-profit bodies and individual clients. For additional information, please visit the firm's website at www.fasken.com.

COMMUNICATIONS AND STRATEGIC INITIATIVES COORDINATOR

We are looking for a Communications and Strategic Initiatives Coordinator in our Toronto office. We'll offer you one of the best learning environments in the profession and challenge you to grow through a wide range of experiences. This position provides bench strength to the Communications and Strategic Initiatives team and administrative support to the Director, Communications and Director, Strategic Initiatives. While the volume and focus of activities varies day-to-day, the core responsibilities are split into the following categories:

Communications and digital marketing support will include routine maintenance of the website and other online channels, including data entry and quality control. You will also be responsible for monitoring social media activities by the firm and our competitors and performing Quality Assurance (QA) on web projects

Media and public relations support will include formatting and distributing media releases and internal announcements through Tikit and on the Firm website, this will also include posting media coverage on the Firm website. You will also work with internal and external graphic artists and copy writers to assist with the production of advertisements; as well as supporting the Firm's branding effort by helping to ensure all marketing collateral meets the Firm's branding guidelines. You will also update our customized lawyer profiles for publications as needed.

Strategic Initiatives support will include creating and maintaining spreadsheets used to track activities in various U.S. cities. You will also provide support, coordination, planning and follow-up assistance to the Director, Strategic Initiatives on the American Bar Association initiative, Consular program, and with the Firm's Referral Partners program. You will need to manage and update all U.S. resource materials including trip reports, DBIC (Doing Business in Canada), and Cityview spreadsheets.

Administrative support for the Director, Communications and the Director, Strategic Initiatives will include maintaining the Directors' calendar and booking the travel arrangements. You will also assist with maintaining the departmental budget, including handling expense claims and bills from vendors and the managing of the Communications team's activity reporting in the critical path. You will also be performing routine clerical tasks, including: document production and formatting, document assembly, preparation of routine correspondence and boardroom bookings. This position also carries out special projects as assigned by the Directors.

Reporting to the Director, Communications and Director, Strategic Initiatives, you are comfortable dealing with people at all levels. You will have proficient knowledge with computers (including MS office and web contact management) and you will use your strong

organizational, communication and interpersonal skills to succeed in this role. You thrive in the fast-pace of a busy law firm, keep up-to-date with changes in the industry, and take pride in delivering excellent customer service on tight deadlines. You will have a minimum of a College diploma in Marketing and Communications, coupled with at least two years of working experience.

Qualified candidates are asked to submit their application by e-mail to faskenhr@fasken.com. We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted. No telephone calls, please.