



The Opportunity:

Attorney Recruiting, Development and Inclusion Coordinator

The **Attorney Recruiting, Development and Inclusion Coordinator** works closely with the Chief Talent and Inclusion Officer and the Attorney Recruiting Manager to administratively support a variety of programs in a fast-paced environment. The position interacts with the firm's attorneys, staff and prospective attorneys.

Attorney Recruiting – Assists with the on-campus recruiting program and the summer associate program, assists with lateral recruitment and coordinates the orientation of new attorneys.

Learning and Development - Coordinates the associate evaluation process, mentoring program, and assists with educational programs and other professional development activities.

Diversity, Equity and Inclusion - Assists in the implementation of the firm's sponsorship program, high school pipeline program, awarding of scholarships to diverse 1L law students, coordination of pro bono clinics with clients, and other DEI initiatives to implement the firm's diversity, equity and inclusion strategy.

This position is based in San Francisco, CA but may be a flexible hybrid position working remotely and in person initially three days per week and then as needed.

The Day-to-Day:

On-Campus Interviewing (OCI) Program

Works closely with the Hiring Partner, Attorney Recruiting Manager and the Recruiting Committee to coordinate the recruitment program for law students, including coordinating all logistics related to on-campus registration and campus visits. Schedules call-back in-office interview process, including the collection of candidate data prior to visit and the checking of references. Organizes and prepares agendas and reports, including the hiring status report, for the Recruiting Committee meetings; attends all meetings. Prepares offer letters. Prepares



expense requests for applicant travel and lodging, placement fees and other recruiting expenses.

Summer Associate Program

Coordinates the firm's summer associate program, including: Assists summer associates with housing needs. Coordinates the compilation of new hire and orientation materials for summer associates; participates in orientation meetings upon their arrival. Organizes the educational and social activities for the summer program. Attends weekly meetings with the summer associates. Gathers information, organizes and prepares materials for the Summer Program Committee; attends all meetings. Coordinates summer associate evaluation process and compiles information for hiring decision meeting.

Attorney Recruiting Department Support

Coordinates advertisement of open positions. Maintains applicant tracking system records. Supports the Attorney Recruiting Manager and Hiring partner with strategic campus engagement projects and initiatives related to candidate outreach and firm branding. Coordinates receptions, seminars, networking events and other virtual and in-person recruiting events. Tracks, maintains and analyzes recruiting outcomes and metrics reports. Processes and reconciles all payments including firm credit card, check requests/expenses reimbursements and bar dues. Coordinates responses to various external surveys, Vault, NALP, etc.

Associate Performance Evaluations

Coordinates the evaluation process for all associates and special counsel, including assists in researching and implementing best practices for the evaluation process. Sets up evaluation process in viEval. Responds to attorneys' questions about the evaluation process in viEval. Monitors evaluation status and prepares follow-up lists. Compiles and distributes materials for review meetings. Maintains electronic associate review files.

Attorney Learning and Development



Assists the Chief Talent and Inclusion Officer in implementing educational programs, including schedules and organizes in-house and outside training programs concerning core legal and professional skills, leadership development as well as cultural initiatives around engagement, work/life effectiveness and other areas. Maintains training program materials and records. Assists in the management of mentorship and sponsorship programs. Registers attorneys in CLE programs and conferences. Coordinates MCLE compliance and record keeping.

New Associate Orientation

Coordinates new attorney and partner orientation schedules and onboarding process. With the Chief Talent and Inclusion Officer, assigns new associates to mentoring circles and assigns associate peer mentors to new associates. During orientation, explains the firm's MCLE tracking and Bar dues procedures. Assists new attorneys with registration/change of address notices to the State Bar, BASF and the ABA.

Diversity, Equity and Inclusion

Assists the Chief Talent and Inclusion Officer in implementing programs including regular DEI Committee meeting planning and organizing internal and external events. Assists with the development and delivery of inclusion-related content and programming for all firm members. Coordinates the firm's Pipeline Program for high school students. Assists the Scholarship Committee with the firm's annual 1L diversity scholarship program. Assists with the coordination of the firm's Talent Initiative, a sponsorship program for women attorneys and attorneys from underrepresented communities. Prepares reporting to maintain administrative compliance with Mansfield Rule. Prepares analytical reports and statistics regarding firm demographic information, as needed. Facilitates preparation and submission of firm sponsorships, annual industry and client surveys, client Requests for Proposals (RFPs) and other certifications.



Requirements:

Experience:

At least one year administrative support experience is required. Law firm experience preferred.

Education:

High school diploma or GED required; BA preferred.

Knowledge, Skills and Abilities:

- Intermediate knowledge of MS Office Suite of software (Word, Outlook, PowerPoint and Excel), pdf software, Zoom, and Teams.
- Ability to learn to use the Recruiting Database, LawCruitWeb, and the associate evaluation software, viEval.
- Excellent attention to detail.
- Excellent organizational and time management skills necessary to manage multiple projects simultaneously in a fast-paced environment to meet deadlines.
- Excellent interpersonal and communication skills (both written and verbal).
- Ability to take initiative and to work well in a team.
- Flexibility to work overtime, including evenings and some weekends and available to travel to law schools and event venues.

Please apply by sending your resume and cover letter to careers@fbm.com.

What We Provide:

Farella supports all the members of our Farella family in achieving both personal satisfaction and professional accomplishment. Farella provides competitive salary and excellent benefits including comprehensive, medical, dental, vision, generous PTO, educational reimbursement and charitable contribution matching.

At Farella, we recognize that the contributions, individuality and diversity of all our professionals are key to the firm's success and meeting the needs of our clients. And like our clients, we value attributes such as enthusiasm, character, and high ethical standards. In fact, these are core qualities in all the



individuals who come to work with us—and in all those with whom you will work! The longevity of those in all positions at the firm speaks to the warm, collegial, professional and rewarding environment at the firm. Farella has for many years been named one of the Best Places to Work in the Bay Area by the *San Francisco Business Times / Silicon Valley Business Journal*, and placed #1 in our size category for the second year in a row in 2022. We ranked the #4 Best Midsize Law Firm to Work For in the United States by Vault.

Who We Are:

Farella Braun + Martel is a leading Northern California law firm representing corporate and private clients in sophisticated business transactions and complex commercial, civil and criminal litigation. Clients seek our imaginative legal solutions and the dynamism and intellectual creativity of our lawyers. We are headquartered in San Francisco and maintain an office in the Napa Valley that is focused on the wine industry.

Farella's commitment to supporting the industries of Northern California and our entrepreneurial responsiveness to the regional demands, have driven our growth and evolution. Nimbleness and opportunistic management have propelled our success through 60 years. From trial prowess in high-stakes litigation to utility-scale renewable energy project development and complex transactional expertise, Farella's clients rely on and appreciate our fierce focus on client service and high-quality work. Farella has successfully fused the quality, experience and resources of large firms with the relationship, flexibility and personal attention associated with a mid-sized firm.

Commitment to Diversity, Equality + Inclusion

We strive to ensure that everyone working at Farella feels like they belong. To that end, our recruiting, retention and practice development programs welcome, support and promote the interests of women, families and people of all ethnicities and sexual orientations. At Farella, we are committed to diversity, both as an ethical ideal and as a business imperative.

Recognition

Farella has received industry and peer recognition equal to any firm in the country. Our attorneys include fellows of the American College of Trial Lawyers, American College of Appellate Lawyers, American College of Environmental Lawyers, American College of Coverage Counsel, College of



Labor & Employment Lawyers, and American College of Investment Counsel. Farella has been named among *Law360's* California Powerhouses, featured on the *National Law Journal's* Midsize Hot List.

Green Business

In 2006, Farella was the first major law firm in San Francisco to obtain certification as a green business by the San Francisco Green Business Program, recognizing the firm for meeting the program's stringent environmental standards. We received our fourth Green Business certification in 2020.

Farella is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, change of sex or transgender status, genetic information or any other basis protected by federal, state or local law.

Farella is an Equal Opportunity Employer