PLEASE READ THIS ENTIRE POST BEFORE RESPONDING.

Are you an experienced Program Manager or Business Development Manager? Do you have strong communication skills? Are you proactive, and a problem solver? If you answered yes to these questions then this might be the job for you!

Fisher Law Practice is a boutique firm that provides conflict resolution for businesses and divorcing couples and families. We are growing fast and seeking an experienced part-time Program + Development Manager with a strong background in all aspects of program or project management, sales/business development, and case management.

As a Program + Development Manager, you will be responsible for:

- Managing the intake process for new clients and communications with existing clients in a courteous and professional manner, upholding strict confidentiality
- Coordinating conflict management and resolution workshops for multiple organizations
- Generating new business for Fisher Law Practice by identifying potential new clients, establishing and building relationships, and managing a sales pipeline
- Outreach to key stakeholders within organizations, up to C-level
- Managing busy and dynamic facilitator calendars including confirming and coordinating consultation meetings, mediation sessions, etc.
- Organizing (and potentially creating) our Social Media posts on IG and LinkedIn
- Reminding facilitators of deadlines for filings, meetings, etc.
- Prioritizing work and adjusting priorities in accordance with deadlines
- Willingness to work as part of a team and assist with administrative tasks
- Other duties as assigned

What you need to be successful in this position: The ideal candidate must be very organized, a good communicator, have strong writing skills, punctual, take pride in providing exceptional and compassionate client service, love spreadsheets and must be a positive and optimistic person who enjoys working with talented professionals as part of a team. We also appreciate ingenuity and efficiency. **An established background/interest in Alternative Dispute Resolution and/or Diversity, Equity, and Inclusion initiatives strongly preferred.**

- A college degree or 4+ years of experience as a Paralegal in a Family or Employment Law firm.
- 3+ years of Microsoft Office Suite experience

- 3+ years of Google Suite experience
- 2+ years of Program Management or Administrator experience
- Excellent communication skills, both written and verbal
- Ability to juggle several clients at once
- Experience working with Case Management programs
- Experience in sales and/or client-facing roles
- Marketing/Digital Marketing campaign experience is helpful

Location: Brooklyn, NY 11201 (This is currently a virtual position. Under normal circumstances, the Program + Development Manager will work 20% in office, 80% at home)

Job Type: Part-time Program + Development Manager. Up to 10-15 hours a week to start. Excellent wages commensurate with experience. Starting pay is equivalent to $30-35 an hour. Other compensation possibilities + Opportunity for growth.

APPLICATION INSTRUCTIONS

We do not accept applications through job sites. In order to apply, please write a two-paragraph cover letter following this format: the first paragraph will review your experience, the second paragraph will explore why you want to work for this firm. Your cover letter and resume should be combined into one PDF, which you will email. The subject line of your email should be your last name and first name (in all caps) + position + an adjective that best describes you. **Example Subject Line: Weaver, Timothy, Program + Development Manager, Dynamic.**

Email your cover letter and resume to Gab Hutchings at support@fisherlawpractice.nyc. Applications accepted until March 15, 2022.

IF YOU DO NOT FOLLOW THIS APPLICATION PROCESS, YOUR APPLICATION WILL NOT BE CONSIDERED.