

# Marketing Coordinator

**Help us bring a fresh, creative edge to tax law.**

Wiggam Law is hiring a Marketing Coordinator to join our expanding marketing team. This is an entry-level role with meaningful responsibility — ideal for a recent graduate or career switcher with marketing experience who wants to build real skills inside a high-performing organization.

You will work directly with our Marketing Manager to execute strategy, produce high-quality content, and ensure our brand is consistently represented across platforms. This role is hands-on, creative, and operational — equal parts execution and ownership.

If you're looking for a role where your work is visible, measurable, and tied directly to firm growth, this is it.

## Responsibilities

This role supports both the creative and operational sides of marketing. You'll help bring strategy to life while ensuring execution is consistent, organized, and on-brand.

## Core Responsibilities

- Create and edit high-quality short-form video content (Reels, TikTok, YouTube Shorts)
- Design branded marketing assets using Canva and similar tools
- Assist in executing content strategy and campaign initiatives
- Capture content at firm events and internal initiatives
- Support social publishing, community engagement, and brand consistency

- Assist with newsletters, website updates, and digital campaigns
- Provide administrative and operational support to ensure projects, vendors, and timelines stay on track
- Coordinate brand assets, including bios, headshots, business cards, and promotional materials
- You will collaborate closely with the Marketing Manager to execute strategic initiatives and continuously improve how the firm shows up in the marketplace.

### **What We Offer**

- \$45,000-50,000 salary
- Comprehensive benefits package
- Employer-provided health insurance
- Dental and vision insurance available
- 401(k) with 3% non-elective contribution and profit-sharing
- Accrued paid time off
- Paid parking or a monthly MARTA fare
- Clear path for growth within marketing and business development

### **Qualifications**

#### **What You'll Need**

- Bachelor's degree (Marketing, Communications, Media, or related field preferred) OR relevant marketing experience
- 0–2 years of marketing experience (recent graduates and motivated career switchers welcome)
- Experience editing video content and producing short-form media
- Strong design skills in Canva or comparable platforms
- Comfort working across Instagram, TikTok, LinkedIn, and digital channels
- Strong written communication skills

- Close attention to detail and follow-through
- Portfolio of creative work (video, design, or social content) available upon request
- Ability to manage multiple priorities in a fast-paced environment

### **Preferred Experience**

- Familiarity with Figma
- Experience with HubSpot or email marketing platforms
- Basic understanding of analytics and performance tracking
- Experience contributing to brand growth initiatives

### Compensation

\$45,000 - 50,000 yearly

### About Wiggam Law

### **Why Join Wiggam Law?**

- Join one of the nation's fastest-growing tax law firms (Law Firm 500 #4 in 2020).
- Be part of a team that helps real people overcome real tax challenges.
- Work with professionals who value accuracy, collaboration, and continuous improvement.
- Grow your career in an environment that rewards initiative, accountability, and innovation.