

Legal Talent Officer (LTO) Position Description

Firm Overview:

Marten Law LLP enjoys a national reputation as a leader in environmental, energy, and natural resource law. Our team of lawyers includes recognized authorities in climate change, wind and solar development, air quality, water resources and water quality, fisheries, environmental review and permitting. We work throughout the United States on large-scale projects involving complex contract negotiations and litigation.

Job Description:

Marten is hiring a Legal Talent Officer (“LTO”) to recruit exceptional lawyers and staff to its growing national environmental and energy law practice. The country is turning to clean technology and renewables, and we are deepening our commitment to serving clients in these areas and related environmental fields. As part of that commitment, we are looking for a dynamic, experienced recruiting professional to help guide that growth.

Our LTO will be responsible for all hiring aspects, including but not limited to identification and recruiting entry level and lateral attorneys and staff. Tasks include managing all recruitment channels, including direct recruitment on the firm’s website, internship programs (including recruiting 2L summer lawyers), and third-party recruiting platforms. This position is intended to be located in the Firm’s Seattle Office, but will be staffed remotely at least through mid-2021 due to Covid-19 pandemic restrictions. The successful applicant must be willing to locate or relocate to Seattle by mid-2021 (determined by Covid-19 restrictions).

Responsibilities:

- Aggressively seek out lateral attorney candidates willing to practice in the Pacific Northwest.
- Identify opportunities to expand our practice into other substantive and geographic areas. We will be opening a Boston office later this year by recruiting from a national talent pool.
- Recruit candidates to support the firm’s diversity, economic, and social goals.
- Work with firm attorneys and senior staff, and our outside consultant and technology teams, to refine, distribute, and communicate our recruiting message.
- Draft and refine job descriptions featured on our website and on online platforms, such as LinkedIn, Indeed, Glassdoor, and Workday, etc.
- Screen and evaluate applicants for both attorney and staff positions.
- Coordinate and schedule interviews with candidates, assemble and organize applicant information, and compile evaluations.
- Onboard all new employees.
- Assist with training and retention.

Qualifications:

- Knowledge of attorney recruiting process and 3+ years of experience working in law firm recruiting and talent acquisition.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- The ability to maintain the highest level of confidentiality and discretion.
- Exceptional attention to detail and high-quality work product.
- Demonstrated initiative and leadership skills.
- Microsoft Office Suite expertise.
- Ability/willingness to travel occasionally for hiring purposes (following the Covid-19 pandemic).

Hours & Benefits:

This is a full-time senior management position with a full benefits package that includes: medical/dental, Paid Time Off, 401k retirement plan with employer contribution, life insurance, transportation subsidy program, paid family and parental leave, and long-term and short-term disability policies. For more information, please see our [Employee Benefits page](#). The firm is in a rapid growth period, so a successful candidate will likely work more than 40 hours per week. We will, however, make every effort to respect work/life balance and flexibility meet our employee's personal and family needs. Applicants must be able to pass a background check.

Marten seeks diverse candidates from all backgrounds and identities. We are actively working to improve representation within our firm. For more information, please see our [Diversity and Inclusion page](#).

Job Type: Full-time

Salary: Flexible; we expect qualified candidates to command a \$100,000 to \$120,000 annual salary depending on their experience.

Evaluation Materials:

To be considered, please send all the listed materials via email to Keelin Kelly at kkelly@martenlaw.com. Your application will not be considered if it is not complete.

- Cover letter
- Resume
- Writing sample (at least one)
- Reference (at least one)