

Job Posting

Title: Legal Recruiting Coordinator

Location: Kansas City, MO

Type: Full-Time, Non-Exempt

Reports To: Director of Human Resources and Director of Marketing and Business Development

Position Summary:

The Legal Recruiting Coordinator supports both the Human Resources and Marketing and Business Development teams by managing attorney and professional staff recruiting processes, maintaining applicant tracking and talent data, assisting with RFPs and external surveys related to people data, collaborating with practice group leaders and firm management to align recruiting, talent development and business goals across the firm, and supporting other special projects as assigned.

Please email your resume to resumes@bakersterchi.com.

Essential Duties and Responsibilities

- **Lateral Attorney Hiring:** Manage the full interview lifecycle for lateral candidates, including scheduling interviews with partners, tracking feedback, coordinating conflicts checks, and preparing offer letters.
- **Professional Staff Recruiting:** Work with department managers to assess needs, facilitate interviews, track feedback, coordinate background screens and conflicts checks, and prepare offer letters.
- **On-Campus Interviews (OCI):** Coordinate OCI logistics for assigned law schools, including registration, interview schedules, hospitality, and communication with career services offices.
- **Summer Associate Program:** Assist with the planning and execution of the annual Summer Associate Program, including orientation, social events, evaluations, and mentoring activities.
- **Applicant Tracking System (ATS) Maintenance:** Maintain, update, and analyze data in the recruiting database to ensure accuracy in candidate tracking.
- **Candidate Communication and Experience:** Serve as a primary point of contact for candidates, search firms, and internal attorneys, ensuring a positive, professional experience.
- **Onboarding Support:** Collaborate with Human Resources to facilitate the onboarding and integration of new lateral attorneys, summer attorneys, and professional staff.
- **Reporting and Surveys:** Maintain data in the HRIS system to support reporting and analytics, maintain and enhance use of the firm's attorney recruiting platform, and assist with ranking submissions, RFPs, diversity surveys, and other external information requests for attorney and personnel data.

- **Practice Management:** Attend practice group meetings and collaborate with practice group leaders and firm management to align recruiting, talent development and business goals across the firm, and support the Marketing and Business Development Department with additional practice group initiatives as needed.
- **Administrative Support:** Process candidate expenses and maintain recruiting-related files.

Education and/or Experience

- High school diploma or GED required
- Minimum of three years of recruiting, human resources, legal administration or related professional experience required
- Prior legal recruiting and/or law firm experience preferred; other professional services recruiting experience also a plus

Skills

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Experience with applicant tracking systems (e.g., viRecruit, LawCruit or similar platforms) is a plus
- Strong interpersonal and communication skills, with the ability to interact with partners and senior professionals

Work Environment

- Hybrid in-office/remote work schedule available
- Available for overtime during peak hiring seasons

About Baker Sterchi Cowden & Rice LLC

Founded in 1982, Baker Sterchi Cowden & Rice (Baker Sterchi) is a civil litigation defense and trial law firm representing clients nationwide in high-exposure and complex matters. The firm's practice includes commercial and business litigation, construction, employment and labor, insurance coverage and defense, professional and management liability, transportation, medical malpractice, product liability, law enforcement and civil rights defense, government liability, public-sector risk management and consulting, and related trial and advisory services. With attorneys licensed in more than half the states, Baker Sterchi advises and defends clients across the country and maintains offices in Missouri, Illinois, Kansas, Oregon, Washington and Wisconsin. For more information, visit www.bakersterchi.com.