

Pushor Mitchell Marketing Operations Manager

Who we are:

Pushor Mitchell LLP is a full-service law firm located in Kelowna, British Columbia. We are the largest firm outside the lower mainland, with a team of some of the region's most skilled and talented legal professionals, including more than 35 lawyers and over 100 staff. Providing advice and legal services across a diverse range of practice areas, our firm delivers relationship-driven legal excellence for all our clients' needs. Our core values include commitment to our community, and we proudly support a number of charitable, cultural, and professional organizations throughout the Okanagan. We recognize that it is our committed and capable team that enables us to provide exceptional service to our clients and makes Pushor Mitchell LLP the highly regarded firm that it is today.

Who you are:

You are a skilled professional who values exceptional client service and delivers high-quality work. You thrive in a collaborative environment, take ownership of projects, and enjoy working with professional committed to excellence and community engagement.

Job Purpose:

We are seeking an experienced, highly organized individual to take ownership of the day—to-day execution of our marketing strategy. This role will focus on translating strategic directions into actionable plans and driving projects through to completion. The successful candidate will manage multiple priorities, coordinate lawyers and external partners, execute events and sponsorships and oversee marketing systems and workflows.

The Marketing Operations Manager is responsible for operationalizing the firm's marketing strategy. Working in partnership with the Fractional Chief Marketing Officer who provides strategic marketing leadership, this role owns day-to-day implementation, coordination and follow-through of our 2026-2028 Marketing & Growth Strategy.

Key Responsibilities:

Marketing Operations & Project Management

- Translate marketing strategy and priorities into project plans, timelines, deliverables while managing concurrent initiatives and stakeholders.
- Maintain the firm's master marketing calendar across campaigns, content, sponsorships, events and other initiatives.
- Proactively following up with lawyers, staff, vendors and other stakeholders, identifying potential delays and addressing or escalating them to keep projects moving.
- Maintain marketing processes, documentation, trackers and systems.
- Identify opportunities to improve marketing workflows, systems and processes.

Events & Sponsorships

- Plan and execute firm events, sponsorships, community initiatives and collaborative events, coordinating internal participants, external partners, logistics, communications and post-event follow-up.
- Coordinate lawyer participation, client invitations, speaking roles, hosting responsibilities and attendance as required.
- Manage event logistics and execution, including guest communications, RSVPs, on-site requirements and follow-up.
- Coordinate event vendors, photography, and required documentation.
- Maintain inventory of branded materials, promotional items and event supplies.

Content, Digital & Communications

- Coordinate website updates, legal articles, lawyer profiles, newsletter, career postings and other marketing content.
- Coordinate external partners supporting social media, digital marketing, design, website development, SEO/AEO, photography and video.
- Manage the firm's content, campaigns and communications calendar ensuring implementation as scheduled.
- Acting as a day-to-day steward of the Pushor Mitchell brand, ensuring consistency across all marketing activities and communications.

Vendor & External Partner Management

- Manage relationships with marketing vendors and service providers, ensuring deliverables against agreed scope, budget and timelines.
- Identify and escalate concerns related to performance, quality, scope, timing or budget.
- Maintain clear records of projects, commitments and deliverables.

Budget, Tracking & Reporting

- Track marketing and event expenditures against approved budgets.
- Manage receipts, invoices, purchase records and reconciliation requirements in coordination with Accounting.
- Support measurement and evaluation of campaigns, events, sponsorships and other initiatives.
- Gather and organize information for monthly and quarterly marketing reporting.

Internal Stakeholder Management

- Coordinate with lawyers, leadership, staff and administrative teams across the firm.
- Communicate responsibilities, timelines, requirements and deadlines on existing and upcoming commitments.
- Exercise sound judgment in completing tasks independently while recognizing when guidance or approval from leadership is required.

Requirements:

- Post-secondary education in marketing, communications, business or related discipline, or an equivalent combination of experience and education.
- Minimum of 5 years of progressive, hands-on marketing experience.
- Strong understanding of core marketing principles and how strategy translates into execution.
- Experience across multiple areas of marketing, including digital marketing, content communication, brand sponsorships and campaigns.
- Excellent written and verbal communication skills.
- Ability to build relationships, influence outcomes, and drive projects forward without direct authority.
- Comfortable using data and performance measures to evaluate marketing activities and identify opportunities for improvement.
- A valid driver's license and access to a reliable personal vehicle for transporting materials and supplies for events.

Salary:

\$60,000 - \$75,000 annually, commensurate with experience.

Location:

In-office, Kelowna, BC

If you are interested, please send your resume and cover letter to recruitment@pushormitchell.com

We thank all applicants for their interest, however only those selected to proceed will be contacted.