

Senior Coordinator – Community Engagement

PeopleSoft Job Code / Title: 8088 / Sr Coordinator Comm Engagement
Department / Subdepartment: Global Citizenship
Organizational Relationship: Reports to the Senior Manager – Community Engagement
FLSA Status: Exempt
UCM Level: n/a
Last Updated: October 1, 2025

General Summary:

The Senior Coordinator – Community Engagement supports the Senior Manager – Community Engagement in the oversight and execution of the firm's global community engagement program. This role is instrumental in facilitating access to meaningful volunteer opportunities for colleagues, ensuring alignment with the firm's commitment to non-legal volunteerism and colleague engagement. Through close collaboration with key stakeholders and the Senior Manager – Community Engagement, the Senior Coordinator delivers the resources necessary to drive greater engagement through volunteerism.

Essential Duties and Responsibilities

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

1. Assists in the development and management of the Community Engagement Program, ensuring the availability and proper vetting of high-quality volunteer opportunities.
2. Oversees community engagement technology systems and collaborates with appropriate internal and external contacts to troubleshoot issues as they arise.
3. Effectively leverages the tools and resources required to provide the firm's colleagues with access to meaningful volunteer opportunities.
4. Identifies opportunities to enhance existing practices and develop new processes that can improve the firm's community engagement program.
5. Collaborates with the Community Engagement team and local office leadership to identify and onboard Community Engagement Champions across the firm. Serves as a primary point of contact for the Champions, ensuring that they have the tools, training, and resources necessary to organize and implement programming.
6. Helps to develop and facilitate Community Engagement Champion recognition programs.
7. Coordinates large-scale community engagement opportunities across offices, liaising with office and department leadership, as well as members of the Workplace Experience team and other key stakeholders.
8. Works with Senior Manager – Community Engagement to identify and develop partnerships with non-profits.
9. Regularly produces reports using the firm's volunteer platform to identify engagement in the volunteer program and inform leadership and key stakeholders of the program's successes and opportunities.
10. Partners with the Brand and Communications team to maintain and update Community Engagement SharePoint site, coordinate internal and external communications, and drive engagement through storytelling.
11. Coordinates with the Social Media team to share impactful community engagement initiatives.
12. Serves as point of contact for key vendors, working closely with contract, compliance and procurement teams as necessary.
13. Actively promotes engagement with programs across the firm, partnering with internal resources in the Human Resources department, the affinity groups, as well as external resources.

14. Works with Senior Manager – Community Engagement and other team members to organize and participate in quarterly Community Engagement Champion calls.
15. Works with Senior Manager – Community Engagement to develop and follow policies and vetting procedures to manage Community Engagement program risk.
16. Coordinates with other areas / departments of the firm as necessary to develop efficient procedures / communications to streamline processes and satisfy various department needs.
17. Promotes effective work practices and works as a team member.

Position Specifications

Education

- Bachelor's degree required

Work Experience

- Five (5) or more years progressively responsible project management or similar experience desired
- Experience with developing, implementing and administering programs related to community engagement

Knowledge, Skills, and Abilities

- Excellent interpersonal and communication skills (oral and written) at all levels
- Strong project management skills to lead and structure thinking and work, ability to multitask, and track record of strong demonstrated leadership
- Flexibility and ability to build consensus
- Ability to adhere to the highest process standards and stand firm on decisions
- Ability to lead as well as participate in cross-departmental projects
- Excellent leadership skills (e.g., organizing, planning, problem-solving and decision-making) necessary for effective management
- Well-developed and professional interpersonal skills; ability to effectively interface with professional staff, management, and outside contacts
- Ability to work in a team environment with a customer service focus
- Ability to handle confidential and sensitive information with discretion
- Ability to lead and drive complex operational projects
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines. Ability to conform to shifting priorities, demands and timelines
- Develops strong knowledge of firm policies and procedures
- Adept at conducting research regarding project-related issues
- Knowledge and proficiency in PC applications, including MS Office

Additional Requirements

- Some travel required

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices are required

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time, and from location to location.