

EST Specialist – Sponsorships

PeopleSoft Job Code / Title:	7114 / EST Specialist
Department / Subdepartment:	Events, Sponsorships & Travel / Sponsorships
Organizational Relationship:	Reports to Level 3 or above
FLSA Status:	Non-Exempt
UCM Level:	Level 2
Last Updated:	May 18, 2026

Department / Subdepartment Overview

Events, Sponsorships and Travel (EST) are a global team delivering impactful and innovative event, sponsorship and travel services to external and internal clients.

Role Overview

The EST Specialist - Sponsorships plays a key role within Latham's Events, Sponsorships, and Travel team. This position is responsible for coordinating a high volume of conference and trade organization sponsorships, while also supporting global sponsorship initiatives as needed. This role requires strong organization, attention to detail, and the ability to manage multiple projects effectively in a fast-paced environment.

Essential Duties and Key Responsibilities

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

1. Proactively coordinates various aspects of the sponsorship lifecycle, including vetting the opportunity, negotiating benefits package, planning meetings, checklists, budget tracking, expense processing, vendor management, data management, post-sponsorship analysis
2. Works with key stakeholders to define objectives and thoughtfully map out sponsorship participation accordingly
3. Attends key sponsorships to evaluate branding opportunities and/or manage setup
4. Attends department meetings and specified practice or industry group meetings to gain a working knowledge of subject matter basics
5. Continuously stays abreast of sponsorship team best practices as well as market and industry trends
6. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Knowledge of event management and CRM systems
- Well-developed and professional interpersonal skills, including excellent written and verbal communication; ability to interact with people at all organizational levels
- Ability to take initiative and work both independently and in a team environment with a customer-service focus
- Organizational and attention to detail skills to manage time well, prioritize effectively, and handle multiple deadlines
- Proficiency in PC applications, including the Microsoft suite (PowerPoint, Word, and Excel)
- Ability to handle confidential and sensitive information with the appropriate discretion

Position Specifications

Typical Experience

- A minimum of three year's experience in an events, partnership or sponsorship management, conference organization, business development, or marketing role in a professional services environment required

Education

- Bachelor's degree or equivalent required

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- 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.