

We Are ...

Creative
INSIGHTFUL
Personable
STRIVING **Engaged**
Forward-Thinking AUTHENTIC
ACTIVE Flexible **Strategic**
Upwardly **COLLAB-**
Mobile **ORATIVE**
Solid Genuine
DIVERSE **CONNECTED**
Reliable Respectful
Scrappy THOUGHT
Dependable FUL
GROWING

NIMBLE
Dedicated
EXCELLENT
Focused PROGRESSIVE
GENEROUS
UN
relenting
Trusted
EXPERIENCED
CAN
DO
Accessible
Confident
RELIABLE

MINTZ



ONE FINANCIAL CENTER



A Leading Law Firm

A full-service firm with highly ranked practices in areas such as Litigation, Intellectual Property, and Corporate Law.



MINTZ RANKS AMONG

100

TOP

US Law Firms
by Gross Revenue

550+

**Diverse &
Talented Attorneys**



7 US OFFICES
and 1 in London

A Collaborative and Supportive Community

Diversity & Inclusion

Across metrics—by gender, persons of color, and LGBT status—Mintz exceeds its National Association for Law Placement (NALP) peer averages on partner-level diversity. And we are committed to integrating diverse perspectives into everything we do. **It's how we do business.**

Pro Bono

Our founders believed helping people in need was an essential part of practicing law. Today pro bono work is at the heart of our Mintz culture. Legal teams across our offices advise and represent more than **300 pro bono** clients each year—providing individuals with life-changing assistance and supporting the nonprofits that care for our communities.

Community Service

Mintz attorneys and professionals contribute time, talent, and financial resources to **support organizations that do good work**—providing food and shelter, education, childcare, disease prevention and treatment, support for veterans, and other essential services to vulnerable individuals. Many of our nonprofit partners count on our support year after year.



Professional Staff Recruitment

Success depends on having high-quality professionals in every position. Mintz seeks **talented, driven individuals** who are committed to producing exceptional work and providing critical support to the firm and our attorneys.

Professional Development

Through initiatives like our **LEaD (Learn, Engage, and Develop) Program**, Mintz offers presentations, programs, and workshops that help our professionals make the most of their time at the firm. As a team, we encourage enthusiasm, take pride in our growth and achievements, and reap the benefits of working with a great group of colleagues!

Our Culture

We believe the goals of building a career and enjoying a fulfilling life outside the firm aren't mutually exclusive. In fact, maintaining a healthy balance makes us better professionals and colleagues. We strive to create an enjoyable environment where hard work is complemented by collegiality, mutual respect, and an element of fun. And in our workplace, **collaboration is key**.

Opportunities for Graduates

These entry-level positions allow professionals to develop their skills and confidence while working as valued members of an exceptional legal team:

Business Development Specialists support Mintz Business Development Managers and attorneys as they work to develop new business and expand client relationships.

Securities Litigation Paralegals support securities litigation attorneys in the Class Action Recovery group and help institutional investors monitor, evaluate, and participate in securities class actions and settlements.

Research Services Assistants provide daily administrative support to the Research Services Director and work on regularly scheduled and ad hoc projects for the team.



Intellectual Property (IP) Case Assistants proactively support the IP team to ensure the highest level of internal and external client service—preparing new client engagement letters and conflicts checks, requesting and tracking new client/matter numbers, and much more.

Marketing & Communications Coordinators support the Creative and Communications teams—handling day-to-day administrative tasks and assisting with marketing projects.

Practice Coordinators (PCs) work on the firm's various practice management teams, collaborating with them and other administrative departments to ensure successful implementation of group objectives. They assist their Practice Managers (PMs) in all aspects of managing their respective groups, including coordinating practice development and staffing activities, monitoring budgets, and providing other business and administrative support.

A Great Foundation

Here's what some recent grads have to say about Mintz:

“Since day one, my manager has valued my input on projects and has made a point to check in on my progress. At Mintz, I feel just as respected as my senior teammates and it is this emphasis on inclusion that has allowed me to quickly learn and develop new skills.”

- Business Development Specialist

“Mintz has a very collegial culture. We are a larger firm, but it doesn't feel that way. While we do work hard, it's not uncommon to see people taking a few minutes out of their day to catch up with a coworker over coffee or during a team happy hour.”

- IP Case Assistant

“The ability to adapt quickly, to think on your feet, and to be organized even when things get busy are all important to succeeding here.”

- Practice Coordinator

“Mintz demands high performance but encourages self-care. For example, I attend a weekly mindfulness group. The firm is a wonderful community that prioritizes achievement without grinding its professional staff into the ground.”

- Research Services Assistant



“Mintz has provided hands-on legal training and invaluable experiences for my eventual transition to law school and a legal career.”

- Securities Litigation Paralegal

“I never imagined working in marketing at a law firm, but what I have gained here could never be taught in a classroom. I’ve been given the opportunity to perfect my design skills, and soon I will be the Digital Marketing Technology Specialist—handling tasks I’ve learned on the job.”

- Marketing & Communications Coordinator

“In just over a year, I have learned so much about IP law and the legal profession. Questions are always welcome at Mintz, so don’t be afraid to express your ambitions!”

- IP Case Assistant

“Mintz has been a great post-college step into the professional world. I work alongside people who care about me and the work that I am doing. Perhaps what I appreciate most is the work-life balance, supported by Mintz’s generous time-off policy and various other benefits (for example, the subsidized gym membership).”

- Research Services Assistant

Get in Touch

For more info, visit [Mintz.com](https://www.mintz.com) and
[Mintz.com/Careers/Professional-Staff](https://www.mintz.com/Careers/Professional-Staff)

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