

## **CAREERS**

**JOB TITLE:**

Communications and Content Specialist

**FLSA:**

Non-Exempt

**DEPARTMENT:**

Marketing and Communications

**REPORTS TO:**

Communications Manager

**SUMMARY:**

Love to write and can draft compelling written content quickly and concisely? Have experience with web and collateral copy including blogs and news, as well as public relations content? Want to be part of a dynamic, fast-paced in-house team that tackles all aspects of marketing and communication? Then you might be the right fit for our communications and content specialist role.

We have multiple active practice groups and are a news-making firm. Our news and content engine is strong while offering opportunities for enhancement and growth. Under general supervision, the Communications and Content Specialist works with the marketing and communications team, attorneys, General Counsel's office, staff and other professionals to develop the communications, marketing and business development initiatives of the firm through online, print and other communication vehicles and tools.

Combining writing and media relations responsibilities, the role provides a platform for a communications professional with strong writing skills who can cover a broad range of assignments and activities.

The Communications and Content Specialist must be capable of meeting deadlines, handling shifting priorities, adapting to an extensive approval process and working in a fast-paced environment while maintaining a productive, positive outlook. It is important that the Communications Specialist also be well-spoken, team-oriented and an efficient problem solver. Meeting project deadlines is essential.

**ESSENTIAL FUNCTIONS AND REQUIREMENTS:**

- Minimum of three to four years' experience in written content development and public relations, such as an agency, in-house or journalism role. Law firm client or in-house experience a plus.
- Very strong AP writing skills and possessing the ability to produce large amounts of search-friendly and ethically compliant content quickly on a daily basis.
- Previous experience working on marketing collateral, media relations materials, digital content, including blogs, web, social, and other online and offline content.
- Ability to cull through detailed and sometimes technical content and develop audience-centered copy
- Demonstrated success in getting in front of hard-to-access people and glean useful information that can be used for a variety of marketing and communications materials
- Attention to detail and an ability to move quickly when needed to get a task completed
- Proven track record of producing content that drives readership and interest, with demonstrable results
- Experience with database driven online content management systems a plus
- Support special projects and administrative needs, including but not limited to sponsorships, responses to RFPs, community relations, speaking engagements, firm events and meetings.

**WORKING HOURS:**

Work often requires more than 40 hours per week to perform the duties of the position.

**WORKING CONDITIONS:**

Overtime is possible and may be expected in order to perform the essential functions of the position.

Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.*

*This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an equal opportunity employer.*