

**JOB TITLE:**  
Communications Specialist

**FLSA:**  
Non-Exempt

**DEPARTMENT:**  
Marketing and Communications

**REPORTS TO:**  
Communications Manager

**OVERVIEW:**

Looking for a challenging communications role where you can contribute to change-making litigation? Have the ability to keep up with a fast-paced, dynamic company and bring both attention to detail and new ideas to projects?

As communications specialist, you will be part of an in-house marketing and communications team that provides leadership, recommendations and support to all areas of the firm. The role provides a platform for a professional who can cover a broad range of assignments and activities while also developing and implementing proactive campaigns for variety of target audiences and mediums.

Strong organizational skills, creativity and some knowledge of media relations contribute to this role's ability to successfully contribute to the strategic planning and implementation of communications programs and marketing efforts that support the firm's goals and objectives.

The communications 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.

Among other responsibilities, you will be a daily hub that tracks and helps coordinate project execution and ensures quality control and meeting of deadlines, while also contributing to communications recommendations and deliverables including, but not limited to, media tracking and media relations, digital marketing and content, awards and accolades, community relations and other special events, client and co-counsel communication, support of social and traditional media efforts, and results monitoring and tracking.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree in communications, marketing, public relations or equivalent.
- **Minimum of two (2) to five (5) years of experience in comparable environments**, with previous exposure to integrated communications and marketing plans, tools, tactics, presentations, terminology and concepts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Essential job duties that employee must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Track news stories and research cases and opportunities to educate and assist attorneys, practice groups and team members.
- Develop and maintain mailing and contact distribution lists, media lists, and memberships and leadership databases.
- Draft and proof press releases, blogs, social media, website and brochure copy, blogs and internal communications as needed.
- Review, manage and provide counsel on media requests and reporters; support media projects and appearances.

- Research and recommend reporters for outreach.
- Develop strong, positive working relationships with attorneys, staff, co-counsel, clients, reporters and communities while exceeding their expectations for customer service through written and verbal interactions.
- Support strategic planning and execution of firm events and meetings; develop and apply concepts to event handout materials, signage, website and other communications; coordinate online event management functions; support logistics and operations.
- Track award nominations, deadlines and embargos for the firm and attorneys and maintain accurate records of methodologies and both firm and attorney awards.
- Demonstrate experience in providing solutions and making projects happen through new ideas, nimble execution and follow through.

**WORKING HOURS:**

Work may require 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. We participate in e-verify.*