

Legal Content Specialist Job Description

FLSA Status: Non-Exempt

Reports to: Chief Marketing and Revenue Officer

Hours: 9:30am to 5:30pm with flexibility for extra hours (hybrid)

Labaton Keller Sucharow is in search of a Legal Content Specialist with an understanding of legal issues and terminology. The ideal candidate will have at least 5-years prior experience developing external and internal communications and have strong research skills and attention to detail. The role requires someone who is an excellent communicator both in writing and speech, self-driven, relishes challenging projects, and is flexible in handling changing priorities.

Responsibilities Include:

- ✘ The marketing and communications content specialist researches, writes, edits, proofreads, and fact-checks content for a broad range of external and internal communications vehicles, including pitches, proposals, newsletters, website copy, social media posts, rankings and award submissions, announcements, brochures, video scripts, attorney bios, memos, presentations, talking points, special reports, and other materials;
- ✘ Working as part of the Firm's marketing team, this individual is primarily responsible for drafting compelling, concise, persuasive and error-free copy in a style that is consistent with the firm's messaging and branding;
- ✘ Take raw content describing the Firm's services, practices, and attorneys and create compelling prose that effectively promotes the firm's capabilities while maintaining a professional tone and style;
- ✘ Develop innovative ways to showcase the Firm, our practices and our lawyers;
- ✘ Incumbent is expected to work the hours necessary to fulfill the responsibilities of the position;
- ✘ First class writing skills, including grammar, spelling and vocabulary and an ability to write in a range of styles, for a variety of platforms;
- ✘ First class editing skills;
- ✘ Strong interpersonal skills, both verbal and written;
- ✘ Sound judgment and an ability to work under pressure with tight deadlines;
- ✘ Experience in working with style guidelines and knowledge of AP Stylebook, Citechecking;
- ✘ An ability to work in a fast-paced environment and meet competing deadlines;
- ✘ Discretion and maturity in handling sensitive and confidential matters;

- ✘ Proficient in Microsoft Office (Outlook, Excel, PowerPoint) and an ability to learn new software and operating systems; and
- ✘ Proofread materials to ensure accuracy, correctness, and adherence to the Firm's style.

Knowledge and Skills Requirements:

- ✘ Essential skills include an understanding of legal issues and terminology, the ability to translate legal writing into generally accessible language, adeptness at juggling multiple projects and deadlines, and the professionalism to work comfortably within the culture of a major global law firm;
- ✘ Five years of prior experience developing external or internal communications to support marketing and business development needs in a corporate environment;
- ✘ Ability to analyze information/assess issues, and to make and clearly articulate recommendations;
- ✘ Capacity to absorb internal information and translate it into persuasive, relevant, benefit-oriented messaging;
- ✘ Superior writing and editing skills;
- ✘ Accuracy is critical—must be able to check facts with multiple sources and take responsibility for producing factually correct content;
- ✘ Service-oriented approach: proactive management of expectations, willingness to make adjustments on the fly;
- ✘ Ability to think strategically and systemically ("connect the dots");
- ✘ Capacity to understand and explain complex issues;
- ✘ Comfort with managing multiple projects, priorities and competing deadlines in fast-paced environment;
- ✘ The flexibility to work effectively both on a team and independently; and
- ✘ Candidate must be willing and able to handle overtime as needed.
- ✘ We are looking to hire in the \$100-120,000/year range.

Please submit your resume and cover letter careers@labaton.com.