

Marketing Communications Coordinator

DiCello Levitt Gutzler LLC

Description

DiCello Levitt Gutzler, with 5 offices nationwide, is seeking a Marketing Coordinator to support firmwide marketing efforts for its practices and attorneys. This role is U.S. remote.

The Marketing Coordinator will assist in developing and executing marketing and communications strategies to support strategic firm objectives.

Responsibilities will include:

- assisting with the firm’s social media strategy, including content creation, graphic design, and posting for LinkedIn, Facebook, and Twitter – maintaining a positive public image within and across these networks;
- increase social followers through content optimization;
- drafting, editing, and distributing copy for the firm's content marketing initiatives, often working on website content, email marketing campaigns, client updates, blog posts, and speaking engagement materials;
- drafting news announcements;
- monitoring, tracking, and sharing media mentions relating to the firm;
- assist in identifying and preparing award and survey submissions and nominations;
- Demonstrated knowledge and skills on Google Analytics and Microsoft Suite (Word, PowerPoint, and Excel).
- drafting and updating attorney biographies, internal and external communications, and other client communications, as needed;
- coordinating associated promotional activities on the firm’s website, including news items, updating biographies, and other marketing material;
- updating the firm’s website and social media properties;
- assisting with other job-related duties as requested.

Requirements

BA in Journalism, Communications, or Marketing. 1-3 years’ experience in a related field, preferably a law firm or professional services environment handling B2B communications.

Candidates must be intellectually curious, have strong writing and communication skills, work well under tight deadlines, be familiar with current AP style guidelines, and be able to conform deliverables to the firm style guide. Preferred candidates will have excellent writing and copyediting skills, including specialized experience in business or legal news writing.

About DiCello Levitt Gutzler

At DiCello Levitt, we're dedicated to achieving justice for our clients through mass tort, class action, business-to-business, public client, whistleblower, and personal injury litigation. Our lawyers are highly respected for their ability to litigate and win cases—whether by trial, settlement, or otherwise—for people who have suffered harm, global corporations that have sustained significant economic losses, and public clients seeking to protect their citizens' rights and interests. Every day, we put our reputations—and our capital—on the line for our clients.

For more, visit our website: www.dicellolevitt.com.

Please send a cover letter and resume to careers@dicellolevitt.com.

DiCello Levitt Gutzler LLC is committed to ensuring equal employment opportunity and non-discrimination. The firm prohibits unlawful discrimination in any term or condition of employment against any employee or applicant for employment because of the individual's race, color, creed, religion, sex, age, marital status, national origin, ancestry, citizenship, sexual orientation, gender identity or expression, genetic information, disability, membership or service in the armed forces, or any other characteristic protected by law.