



# Marketing Communications Coordinator

**DiCello Levitt LLP**

U.S. Remote

Join a firm that's shaping front-page headlines and pursuing justice every day, whether litigating some of the most significant civil and human rights cases of our times or ensuring that companies take responsibility for their actions and remediate the harm they have caused.

DiCello Levitt, with offices nationwide, is seeking a Marketing Communications Coordinator to support firmwide marketing efforts for our practices and attorneys. This position is U.S. remote, with flexibility for periodic travel to office locations or firm events if needed.

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## Description

The Marketing Communications Coordinator will assist in developing and executing initiatives that support strategic firm objective. Working closely with the firm's marketing and communications team, the Coordinator will contribute to enhancing the firm's online presence through various social media networks, publications, and other relevant online platforms.

The Coordinator will assist in the creation and management of content on our website, including firm and attorneys announcements, press releases, attorney biographies, and general updates. They will also work with the team on various client communications and marketing materials.



## Marketing Communications Coordinator (Continued)

### Role and Responsibilities:

- 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 social networks.
- Increasing social media 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 firm news announcements.
- Monitoring, tracking, and sharing media mentions relating to the firm.
- Identifying and preparing firm and attorney award and survey submissions and nominations.
- 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 materials.
- Updating the firm's website and social media properties.
- Assisting with other job-related duties as requested.

### Desired Skills and Qualifications

- Strong communication skills.
- Excellent writing and copyediting skills; specialized experience in business or legal news writing desired.
- Demonstrated knowledge of Google Analytics and Microsoft Office Suite (Word, PowerPoint, and Excel).
- Well-versed in utilizing various social media networks.
- Ability to work well with a remote team and under tight deadlines.
- Intellectually curious.
- Ability to manage multiple, simultaneous deadlines.
- Familiar with current AP style guidelines, and able to conform deliverables to the firm style guide.
- Able to travel to the firm's offices or other events, when needed.

### Education and Experience

- 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.



# About DiCello Levitt

At DiCello Levitt, we're dedicated to achieving justice in all its dimensions, from protecting individual rights to achieving environmental justice to restoring basic human dignity through the justice system. Our firm works tirelessly for a just and equitable future for our clients through class-action, mass tort, civil rights, whistleblower, and personal injury litigation, among other practice areas.

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, businesses 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: <https://www.DicelloLevitt.com>.

DiCello Levitt LLP 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.

**To apply, please send cover letter, resume, and references to [Careers@DicelloLevitt.com](mailto:Careers@DicelloLevitt.com).**