



Social Media Specialist

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 Social Media Specialist to develop and execute its social media marketing strategy and enhance engagement with the firm's and attorneys' social media channels. This role is remote for U.S.-based individuals.

Description

The Social Media Specialist will have a proven track record of developing social programs and content strategies that deliver quantifiable results. The person in this role will work closely with our Digital Marketing Manager and other members of the marketing team to create compelling content that supports the firm's brand and client advocacy, and elevates firm and attorney profiles across various social media channels.



Social Media Specialist (Continued)

Role and Responsibilities

- Maintain and post to the firm's social media channels, including LinkedIn, Instagram, Facebook, and Twitter, on a daily basis.
- Build followings and engagement across social media platforms.
- Create and maintain a robust social media calendar.
- Interact with followers and potential clients by communicating and answering questions through our social platforms while adhering to firm guidelines.
- Track social media engagement to identify high-performing ideas and campaigns for scalability.
- Coordinate with the Digital Marketing Manager, marketing team members, and attorneys to execute social media content.
- Contribute to development of the firm's social media strategy, including identifying ways to increase engagement, suggesting new platforms, and ensuring that content is distributed on the appropriate channels.
- Ensure all social media efforts align with the firm's brand identity.
- Understand trends, extrapolate data and translate them into actionable strategies.
- Provide data and social media insights at regular digital marketing meetings.

Desired Skills and Qualifications

- Deep knowledge and understanding of the nuances of various social platforms, industry best practices, and trends.
- Able to present social media content strategies and recommendations (backed by data) to management and C-suite executives.
- Experience using a variety of social management tools (Sprout Social, Hootsuite, etc.).
- Experience using digital design and motion editing programs (Photoshop, Canva, etc.).
- Knowledgeable in social media analytics, KPIs, and performance-based insights.
- Experience with social listening and monitoring tools.
- Excellent verbal and written communication skills, including but not limited to, creating presentations and building spreadsheets.
- Able to engage with clients and customers in a professional and brand-specific scope.
- Strong organizational and time management skills.
- Excellent copyediting skills, with proficiency in English language punctuation, spelling, and grammar.
- Willingness to collaborate with the digital marketing team and be flexible.



Social Media Specialist (Continued)

Education and Experience

- Bachelor's degree in marketing or related field.
- Four-plus years of experience managing large social media programs across platforms such as LinkedIn, Facebook, Twitter, Instagram, TikTok, and YouTube.

About DiCello Levitt

At DiCello Levitt, we're dedicated to achieving justice for our clients through class action, mass tort, public client, business-to-business, 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: <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.