

Marketing Communications Coordinator

DiCello Levitt LLP

Chicago, IL | Cleveland, OH

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

DiCello Levitt, a nationally prominent *Chambers* and *Benchmark*-rated law firm with offices nationwide, is seeking a **Marketing Communications Coordinator** to support firmwide marketing efforts for its practices and attorneys. The Marketing Communications Coordinator is a full-time role that will assist in developing and executing marketing and communications strategies to support strategic firm objectives.

This position is primarily remote. The Marketing Communications Coordinator may occasionally need to be on-site for special events and projects.

Firm Description

DiCello Levitt is a leading national plaintiffs' law firm representing clients in class action, business-to-business, public client, whistleblower, personal injury, civil rights, and mass tort litigation. The Firm has delivered \$20B+ in awards and settlements to our clients and is recognized for excellence in litigation by *Chambers USA*, *Law360*, *Benchmark Litigation*, *Lawdragon*, and *The National Law Journal*.



Marketing Communications Coordinator (Continued)

Role and Responsibilities

Responsibilities will include:

- Assisting with the Firm's social media strategy, including content creation, graphic design, and posting for LinkedIn, Facebook, YouTube, and other platforms—maintaining a positive public image within and across these networks.
- Increasing the Firm's social media following 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.
- Creating and sharing the marketing team's monthly internal newsletter.
- Assisting with identifying and preparing award nominations and survey submissions.
- Drafting internal and external communications, and other client communications, as needed.
- Coordinating associated promotional activities on the Firm's website, including publishing news items, updating biographies, and adding other marketing material.
- Updating the Firm's website and social media properties.
- Assisting with other job-related duties as requested.

Desired Skills and Qualifications

The successful candidate should have the following qualifications:

- BA in Journalism, Communications, or Marketing.
- 1-3 years of experience in a related field, preferably in a law firm or professional services environment handling B2B communications.
- Demonstrated knowledge and skills in Google Analytics and Microsoft Suite (Word, PowerPoint, and Excel).
- Demonstrated knowledge and skills in Asana (or a similar tool).
- Familiarity with Canva (or a similar tool).



Marketing Communications Coordinator (Continued)

Desired Skills and Qualifications (Continued)

- 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.
- Ability to travel to the Firm's offices or other events, when needed.

To Apply

Interested candidates should submit a cover letter and resume to careers@dicellolevitt.com with the subject line "Marketing Communications Coordinator: [First Name] [Last Name]."

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.

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