



JOB TITLE: Communications & PR Coordinator

STATUS: Non Exempt

Type: Full Time

The Communications & PR Coordinator has an impactful and valuable role within a law firm. The role of the Communications & PR Coordinator is to assist the marketing and business development department with an array of communications initiatives. Helps with external communications tasks such as writing news and press releases, media pitching and relationship building, creating text for collateral and website content, and cultivating the firm's social media strategy and presence. Assists with writing internal communications on behalf of the Marketing Director, Managing Partner, and other firm leadership. This is an excellent opportunity for those who enjoy working with many different types of people, excel at managing multiple projects and tasks, are proficient at using e-programs, have an acute attention to detail, and who enjoy a professional and fast-paced environment.

Qualifications:

- A minimum of two years of related communications, journalism, and/or PR experience, ideally with some experience in legal or professional services either at a firm or on the agency side
- Experience conceptualizing and running communications campaigns that meet objectives and deliver measurable results
- Prior experience working with various forms of media, including news sources and social media
- Fluent working knowledge of MS Office programs and social media platforms, with the ability to quickly learn and adapt to new technology
- Outstanding interpersonal and oral communications skills

Education:

Bachelor's degree in journalism, public relations, marketing, business administration, communications or equivalent related work experience.

Please send your resume and three writing samples to humanresources@smithlaw.com.

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