

Davis Polk & Wardwell LLP (including its associated entities) is an elite global law firm with world-class practices across the board. Clients know they can rely on Davis Polk for their most challenging legal and business matters. Our approximately 1,000 lawyers located in 10 offices in the world's key financial centers and political capitals collaborate seamlessly to deliver exceptional service, sophisticated advice and creative, practical solutions. Visit davispolk.com.

Job Description

Job Title	Senior Coordinator, Public Relations and Communications
Department	Business Development
Reports to	Manager, Public Relations & Communications
FLSA	Non-Exempt
Work Schedule	Monday-Friday, 9:30 a.m. to 5:30 p.m., longer hours may be required
Description/ Responsibilities	<p>Working closely with the Senior Manager, Manager and Coordinator of PR & Communications, the Senior Coordinator will support the firm's global internal and external communications activities.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none">• Drafting communications content, including news items for website• Fielding and responding to press inquiries• Identifying opportunities for lawyers to speak with reporters and arranging interviews and meetings• Developing and maintaining relationships with key business, legal and trade journalists• Researching opportunities for and facilitating placement of bylined articles• Drafting press releases and other external announcements• Developing targeted media lists for distribution of firm news• Drafting award and survey submissions and identifying and evaluating new opportunities• Drafting and posting content to the firm's social media accounts• Assisting with reports to senior management as needed• Other duties as assigned
Position Requirements	<ul style="list-style-type: none">• Exemplary writing skills, with ability to create compelling content and adapt tone• Exemplary editing and proofreading skills• Excellent judgment and discretion

- Excellent verbal communication skills
- Ability to form effective working relationships with individuals at all levels
- Excellent organizational skills and attention to detail
- Ability to handle multiple, often time-sensitive, projects simultaneously
- Ability to prioritize deadlines and effectively manage changing priorities
- Self-starter with an excellent work ethic
- Contacts at business, legal and trade publications a plus
- Knowledge of a variety of legal practice areas a plus
- Experience with social media a plus

Education and/or Experience

Two years of experience in PR/media relations/corporate communications. Law firm or other professional services firm preferred.

Bachelor's degree, preferably in communications, journalism, media/public relations, marketing or a related field

Compensation

Davis Polk is offering a highly competitive salary and benefits package.

To Apply

Please send cover letter and resume to: Jacqueline Nuñez
Human Resources Manager
jackie.nunez@davispolk.com

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.