

# Davis Polk

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## Job Description

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<b>Job Title</b>	Senior Coordinator, Communications
<b>Location</b>	New York
<b>Department</b>	Business Development
<b>Reports to</b>	Director, Public Relations & Communications
<b>Exempt/Non-Exempt</b>	Non-Exempt
<b>Work Schedule</b>	Monday through Friday, 9:30 a.m. to 5:30 p.m. (overtime as required).
<b>Position Summary</b>	The Senior Coordinator, Communications will support the Public Relations & Communications team and other firm departments on a variety of communications.
<b>Essential Duties and Responsibilities</b>	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>• Review, edit and write clear and consistent internal communications on behalf of various firm departments, including Business Development, Human Resources, Diversity &amp; Inclusion and Office Administration. Communications could include:<ul style="list-style-type: none"><li>○ Email announcements</li><li>○ Newsletters</li><li>○ Intranet content</li></ul></li><li>• Draft content for a wide variety of projects, such as:<ul style="list-style-type: none"><li>○ Brochures, ads and other creative work</li><li>○ Firm profiles</li><li>○ Firm website (e.g., practice pages, bios, feature stories)</li><li>○ Newsletters</li><li>○ Social media accounts</li></ul></li><li>• Proofread various content</li><li>• Ensure that Firm's editorial style standards are met</li></ul>
<b>Qualifications/Position Requirements</b>	<ul style="list-style-type: none"><li>• Exemplary writing, editing and proofreading skills</li><li>• Excellent organizational skills and attention to detail</li><li>• Ability to handle and prioritize multiple projects and</li></ul>

deadlines

- Ability to capture appropriate tone and voice for a variety of audiences/outlets
- Exceptional judgment and discretion
- Ability to communicate effectively with individuals at all levels

**Education and/or Experience**

- Bachelor's degree required, preferably in communications, journalism, media/public relations, marketing or a related field
- Minimum 2 years of experience in PR/media relations/corporate communications.
- Law firm or other professional services firm preferred.

**Compensation**

Commensurate with experience

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.